DOCUMENT RESUME

ED 125 352 HE 007 276

TITLE Hardin-Simmons University Faculty Handbook, 1975-1976.
INSTITUTION Hardin-Simmons Univ., Abilene, Tex.
PUB DATE Sep 75
NOTE 108p.

EDRS PRICE MF-$0.83 HC-$6.01 Plus Postage.
DESCRIPTORS Academic Freedom; Academic Standards; *Administrative Policy; Administrator Responsibility; *Church Related Colleges; College Environment; *College Faculty; Faculty Evaluation; Faculty Promotion; Fringe Benefits; Governance; *Higher Education; Noninstructional Responsibility; *Personnel Policy; Salaries; Teacher Responsibility; Teaching Load
IDENTIFIERS *Faculty Handbooks; Hardin Simmons University

ABSTRACT

The 1975 edition of the faculty handbook is divided into major sections covering administrative structure faculty-administration relationships, faculty compensation and fringe benefits, faculty services, faculty-student responsibilities and relationships, and summer school employment. The university administration is described with regard to the role of the Board of Trustees and administrative officers, faculty organization and committees, bylaws, and support areas. Specific details are presented relating to academic freedom and responsibility, rank and tenure, community responsibilities, consulting and outside employment, faculty recruitment, employment of ordained ministers, enrichment opportunities, academic standards and procedures, standards of instruction, curriculum, teaching load, attendance, and student life. (LBH)

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HARDIN-SIMMONS UNIVERSITY

ABILENE, TEXAS 79601

FACULTY HANDBOOK
1975-1976

HE 007 276

U S DEPARTMENT OF HEALTH,
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HARDIN-SIMMONS UNIVERSITY

ABILENE, TEXAS 79601

ELWIN L. SKILES
PRESIDENT

September, 1975

Greetings to the Faculty:

You are, to a large extent, the University. A number of you have been here many years and have dedicated your lives to service on this campus. We admire you, and we thank God that He has permitted you to mean so much to so many. It is our hope that you who have come to the faculty more recently will likewise become so involved in the life of the school as to give to you a similar sense of life purpose.

We are partners in an exciting and challenging educational enterprise. It is the desire of the administration to support you in your efforts to provide an academic program of superior quality which will heighten the imagination of the students and will inspire them to do better and more creative work in the various disciplines.

As a distinctive Baptist University, Hardin-Simmons emphasizes the compatibility of Christian revelation and academic excellence. You are encouraged to give your glad support to a wholesome interpretation of basic Christian principles through the expression of your own Christian faith.

I appreciate the splendid work of all who have participated in the preparation of this Faculty Handbook. It is a ready source of important information for all of us.

Fraternally,

Elwin L. Skiles

FOREWORD

This handbook of information is for your reference. Please refer your suggestions for its improvement to the Vice President for Academic Affairs.

September, 1975

Hardin-Simmons University is an equal opportunity/affirmative action employer.

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INTRODUCING HARDIN-SIMMONS UNIVERSITY

HISTORICAL DATA

1891	ABILENE BAPTIST COLLEGE, founded by Sweetwater Baptist Association. (Charter signed February 6, 1891.)
1892	First building completed.
1892	Opening date. Name changed to SIMMONS COLLEGE to honor Dr. James B. Simmons of New York City whose substantial gift made possible the opening of the College.
1895	Bachelor of Arts degree first conferred.
1903	Anna Hall constructed. Later replaced by Moody Center.
1913	Abilene Hall, original building, completed; burned in 1947.
1916	Mary Frances Hall completed. (Residence hall for women.) Used as office building since 1954.
1917	Marston Gymnasium completed.
1919-20	Simmons Hall completed. Later replaced by Sid Richardson Science Center.
1921	Caldwell Fine Arts Building completed.
1925	Ferguson Hall (for men) completed. (Now used as women's residence hall.)
	SIMMONS COLLEGE name changed to SIMMONS UNIVERSITY. President's Home completed. (This building now houses the Development Center.)
1926	Bachelor of Music degree first conferred. Master of Arts degree first conferred.
1927	Accredited by the Southern Association of Colleges and Schools.
1928	Cafeteria Building completed. (Now occupied by the Art Department.) University Apartments completed.
1930	Accredited by the National Association of Schools of Music.
1934	Name changed to HARDIN-SIMMONS UNIVERSITY, honoring Mr. and Mrs. John G. Hardin, benefactors.

1937	Bachelor of Science degree first conferred.
1940	Control of the University passed to the Baptist General Convention of Texas. (June 3, 1940.)
1940	Cowden-Paxton Hall erected, a dormitory for athletes. (Now used as an office building for education and business.)
1947	Rose Field House, formerly a military structure, was moved to the campus and rebuilt into a physical education and athletic facility.
1947	Sandefer Memorial completed, a building housing administrative offices and the Library.
	Hunter Hall (for women) constructed.
1948	Abilene Hall, three-story academic building, completed after fire destroyed the old building which bore the same name.
1949	Bachelor of Business Administration degree first conferred. Master of Music degree first conferred. Master of Education degree first conferred, summer, 1950.
1952	Behrens Hall (for women) completed.
1954	Anderson Hall (for men) constructed. First R.O.T.C. Commissions awarded in June, 1954.
1955	Athletic Building for football constructed. (Now used as Computer Center.)
1959	Caldwell Music Hall (completed in 1921) had wing added with major renovation.
1961	Behrens Chapel completed.
	Accredited by the American Association of University Women.
1962	Nix Hall (for men) completed.
1962	Moody Center, campus center, completed.
1962	Membership in the American Association of Colleges for Teacher Education.

1962	Art Building remodeled, with a gallery, lecture room, studios, offices. Building was constructed in 1928 and used for many years as a cafeteria.
1965	Reaffirmation of Accreditation, Southern Association of Colleges and Schools.
1966	Maintenance Building and Warehouse constructed.
1967-68	Completion and dedication of Sid Richardson Science Center replacing the Science Hall completed in 1919. (Dedicated May 7, 1968.) In 1969 the Sid Richardson Foundation granted $160,000 for additional equipment.
1969	Ferguson Hall remodeled (originally a men's residence hall constructed in 1925, converted to a women's residence hall).
June, 1969	Profile for Progress begun.
Fall 1970	Reaffirmation of National Association of Schools of Music accreditation.
	Fully accredited by National Council for the Accreditation of Teacher Education.
1970	Environmental Laboratory constructed (adjacent to Sid Richardson Science Center).
Spring, 1971	Mabee Hall (Military Science) completed. Cost completely underwritten by an unsolicited designated gift.
	Reaffirmation of Texas Education Agency accreditation.
	Master of Business Administration degree first conferred, spring, 1971.
Summer, 1971	President's new home completed. (Cost underwritten by an unsolicited designated gift.)
January 1972	President's former home remodeled for the Development Center.
1972	Capital funds campaign organized.
April, 1972	Cowboy Band Hall completed and dedicated April 29, 1972. (Cost underwritten by the Cowboy Band Foundation.)
January, 1973- August, 1974	Ten-year Institutional Self-Study for the Southern Association of Colleges and Schools completed by the faculty.

January 15-19, 1973	January Faculty Workshop: reports and recommendations from the *ad hoc* committee.
January 19, 1973	*Ad Hoc* Committee recommendations on Academic Advising, CLEP, Faculty Evaluation, Scholarships recommended to and adopted by the faculty.
May, 1973	Construction of Woodward-Dellis Recital Hall begun; completed and dedicated in June 1974. (Cost underwritten by a bequest.)
Summer, 1973	Abilene Hall (main classroom building) air conditioned. (Cost underwritten by bequest.)
July, 1973	Over $1,500,000 in pledges secured within nine months, thus qualifying for a $500,000 challenge gift from the J.E. and L.E. Mabee Foundation.
September 26, 1973	Restatement of the University's philosophy and purpose with explications, accepted by the faculty and adopted by the Board of Trustees, November 9, 1973.
October, 1973	Second *Faculty Handbook* published.
December, 1973	Dodge-Jones Foundation gift of $100,000 to the local libraries, $25,000 of which was allocated to Hardin-Simmons University.
April 4, 1974	Smith Music Library dedicated (housed in the area formerly occupied by the Cowboy Band in Caldwell Hall). (Cost underwritten by a bequest.)
April 18, 1974	Groundbreaking for the new Rupert and Pauline Richardson Library. Expected completion date, 1976.
May 1, 1974	Rank and Tenure Policy, Academic Freedom and Responsibility Statement revised and accepted by the faculty. Adopted by the Board of Trustees, November, 1974.
October 6-9, 1974	Visiting Team of the Southern Association of Colleges and Schools on campus.
March 16-19, 1975	Visiting Team of the National Council for the Accreditation of Teacher Education on campus.
April 28-30, 1975	Visting Team of the Texas Education Agency on campus.
July, 1975	Over $1,500,000 in pledges secured within three months, thus qualifying for a $1,000,000 challenge gift from the J.E. and L. E. Mabee Foundation.

AIMS

Throughout its history, Hardin-Simmons University has emphasized religious training and spiritual values; hundreds of preachers, missionaries, and religious educational directors are numbered among the ex-students. Its foundation agreement reads in part that its purpose shall be:

(1) To bring young men and women to Christ.

(2) To teach them of Christ.

(3) To train them for Christ.

STATEMENT OF THE UNIVERSITY'S PHILOSOPHY AND PURPOSE

PHILOSOPHY

The philosophy of Hardin-Simmons University recognizes the interrelationship of faith and reason, the obligation to search for truth in all areas and relationships, and the concern for human values. The institution accentuates the Christian concept of the dignity of the individual and seeks to promote this ideal. The university strives constantly to achieve academic excellence and to develop Christian maturity, believing that the two are mutually compatible and complementary.

PURPOSE

Hardin-Simmons University is a multi-purpose educational institution that seeks to serve all qualified students. As a church-related university affiliated with the Baptist General Convention of Texas, Hardin-Simmons University exists to provide a higher education in selected liberal arts, professional, and preprofessional programs. The distinctive qualities of the institution are found in the presentation of these diverse offerings from a unifying liberal arts basis and a Christian perspective.

The university considers education a life-long process which involves independent inquiry, judgment, and objectivity. Thus, a perpetual reexamination and reevaluation of the educational program is necessary in order to prepare individuals for life and livelihood in a changing world.

EXPLICATION

I. STUDENT BODY

A. Hardin-Simmons University admits students of varied backgrounds, ages, races, creeds, and national origins.

B. Hardin-Simmons University endeavors to maintain admission requirements at a level that will provide a student body that is capable of participating in the pursuit of academic excellence.

C. Hardin-Simmons University seeks to reach a student enrollment of approximately 2,000.

II. ACADEMIC PROGRAM

A. Hardin-Simmons University seeks a common core of a unifying liberal arts program.

   1. The core is to provide for the broadening of a student's educational experience.

2. The core, developed by the faculty, is to follow two broad guidelines.

    a. It should recognize the curricular demands of professional and preprofessional programs.

    b. It should delinate general areas of study.

B. All educational programs are to be subject to systematic examination and evaluation by the faculty.

C. Programs will be added only under certain conditions.

    1. The current curriculum must be utilized as fully as possible.

    2. There must be a recognized need for the new program.

        a. Needs must result from the development of new areas of study in a changing world.

        b. Needs may result from the lack of supply in established areas of study.

    3. There must be sufficient resources, including financial support, qualified faculty, library holdings, and physical facilities.

D. All new and existing programs must meet the university's guidelines and must comply with state and regional accrediting standards.

E. Hardin-Simmons University recruits and maintains a faculty highly trained and competent in the various academic areas.

III. RELIGIOUS EMPHASIS

A. Hardin-Simmons University considers its religious emphasis to extend beyond the offering of academic courses in Bible.

B. The chapel programs and the scheduling of special lectureships contribute to the religious experience of the campus.

C. Hardin-Simmons University provides opportunities for students to strengthen their own Christian experience through various activities.

    1. These activities are available to those who plan to enter secular careers as well as those entering church-related vocations.

    2. These experiences include participation and leadership in a wide variety of worship activities.

D. The religious emphasis is complementary to and compatible with the academic program.

E. A primary source for the development of Christian maturity in the student is in the careful and considered selection of faculty, administration, and administrative and office staff who are in sympathy with and actively support the evangelical Christian tradition.

IV. SOCIAL DEVELOPMENT

A. Hardin-Simmons University endeavors to help the student develop socially through the normal interaction of student with student and student with faculty.

1. Although numbers are a part of the computer-age language system, the student is considered an individual with a name and personality.

2. Every student who enrolls in Hardin-Simmons University is assigned to a faculty member who serves as his advisor and is available for help in problems that extend beyond those of an academic nature.

3. Students are encouraged to select from and to participate in a variety of activities, including student government, student publications, fine arts productions and other cultural activities, social and service clubs, and intramural and intercollegiate sports.

4. Student participation in social and promotional activities must be complementary to and compatible with the academic program.

B. Hardin-Simmons University promotes further interpersonal experiences through student membership on most standing and ad hoc committees.

CONCLUSION

It is the conviction of Hardin-Simmons University that its responsibility is to provide the opportunity and atmosphere for the development of a well-rounded human being who will be able actively to participate and successfully to compete in the world around him. It is the intention of the institution to conduct itself in such a way that it will be regarded with appreciation, respect, and support.

Accepted by the Faculty, September 26, 1973
Adopted by the Board of Trustees, November 9, 1973

ADMINISTRATIVE STRUCTURE

ORGANIZATION AND ADMINISTRATION

BOARD OF TRUSTEES

The administrative organization of Hardin-Simmons University is generally designed to bring together the various resources gathered by the Board of Trustees, Board of Development, Young Associates, alumni, faculty, and students in order to coordinate these resources in accomplishing the stated objectives of the institution. The programs of the multipurpose university, including academic and non-academic support areas, are channeled through a few administrators to the President, who serves as a liaison between on-campus personnel and the Board of Trustees. The ultimate direction of these programs is guided by broad policies made by the trustees, who are elected by the Baptist General Convention of Texas.

Election of Board Members: A nominating committee of 15, appointed by the President of the Baptist General Convention of Texas, submits a list of 14 proposed new members to the convention each year for election to the board. This group of 14 is selected first by a subcommittee of five, which includes one present trustee, one Hardin-Simmons University alumnus, an alumnus of another Baptist college, a member of the Education Commission, and an alumnus of a non-Baptist institution.

A trustee may serve three consecutive terms. At the conclusion of three terms he must remain off the board for one year before he is eligible for reelection. The present membership of the board represents a broad spectrum of the professional, religious, business, ranching, and educational leaders of the state of Texas.

Standing Committees of the board are: The Executive Committee, The Academic Committee, The Athletic Committee, The Buildings and Grounds Committee, and The Development Committee.

ADMINISTRATIVE ORGANIZATION

The official reference sources for the organization and administration of the University include the Charter of the University and the By-Laws of the Board of Trustees. (See Appendix for By-Laws.) Other official references are the Faculty Handbook, and the Student Handbook, and the University Bulletin. The total administrative organization is shown in Table 2.1 on the following page.

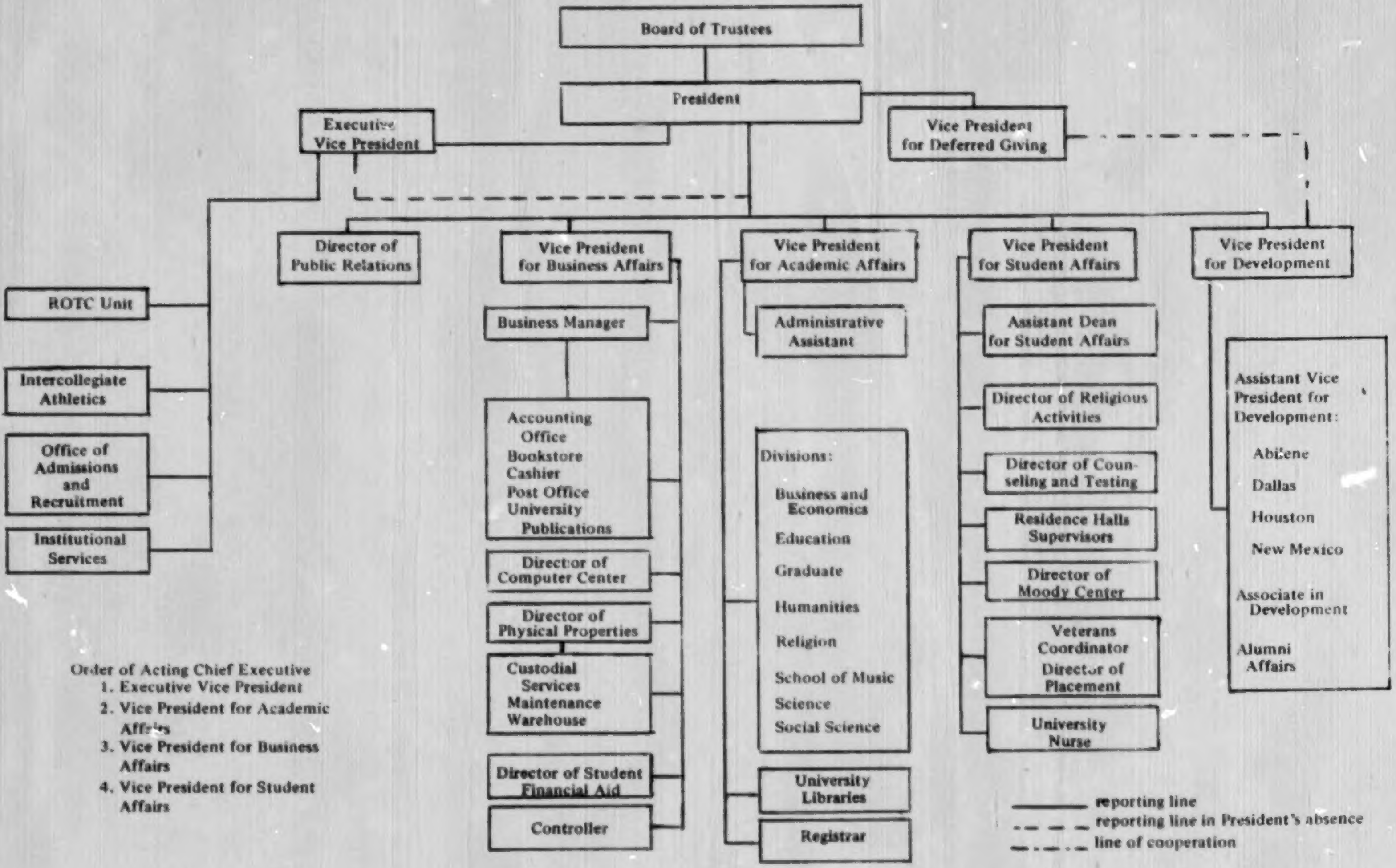
ADMINISTRATIVE OFFICERS

President. The President functions as the chief administrative officer and is directly responsible to the Board of Trustees for all university operations. He is also the chief spokesman for the University. Administrative lines of authority terminate in the President.

An Advisory Committee, composed of the Executive Vice President, Vice President for Academic Affairs, Vice President for Student Affairs, Vice

Table 2.1

ORGANIZATIONAL CHART



Board of Trustees
President
Executive Vice President
Vice President for Deferred Giving
Director of Public Relations
Vice President for Business Affairs
Vice President for Academic Affairs
Vice President for Student Affairs
Vice President for Development
ROTC Unit
Intercollegiate Athletics
Office of Admissions and Recruitment
Institutional Services
Business Manager
Accounting Office
Bookstore
Cashier
Post Office
University Publications
Director of Computer Center
Director of Physical Properties
Custodial Services
Maintenance
Warehouse
Director of Student Financial Aid
Controller
Administrative Assistant
Divisions:
Business and Economics
Education
Graduate
Humanities
Religion
School of Music
Science
Social Science
University Libraries
Registrar
Assistant Dean for Student Affairs
Director of Religious Activities
Director of Counseling and Testing
Residence Halls Supervisors
Director of Moody Center
Veterans Coordinator
Director of Placement
University Nurse
Assistant Vice President for Development:
Abilene
Dallas
Houston
New Mexico
Associate in Development
Alumni Affairs
reporting line
reporting line in President's absence
line of cooperation

Order of Acting Chief Executive
1. Executive Vice President
2. Vice President for Academic Affairs
3. Vice President for Business Affairs
4. Vice President for Student Affairs

President for Business Affairs, and Vice President for Development, assists the President in decision making and operation of the University.

Executive Vice President. The Executive Vice President assists the President in the administration of the University and has responsibility for the ROTC unit, intercollegiate athletics, admissions, student recruitment, and institutional services. He serves as chief administrative officer when the President is away from the campus.

Vice President for Academic Affairs. The Vice President for Academic Affairs directs the academic program of the University and is the chief administrative officer in matters relating to teaching, research, student retention, and academic records. Table 2.2 indicates the academic organization of the University; table 2.3 provides a structural overview of his position.

Vice President for Student Affairs. The Vice President for Student Affairs is responsible for the direction of extracurricular student life services and programs. Table 2.4 provides a structural overview of his position. The Vice President for Student Affairs is general chairman and ex-officio member of all student affairs committees.

Vice President for Business Affairs. The Vice President for Business Affairs directs both the current and long-range financial operations of the University. Business management, computer center operations, physical plant management, purchasing, student financial aid management, and systems analysis are areas of responsibility assigned to the office. In coordination with other administrative officers, the Vice President for Business Affairs prepares the tentative budget for presentation to the Board of Trustees. Once it is adopted he controls financial operations in compliance with the approved budget.

Vice President for Development--Vice President for Deferred Giving. The Vice President for Development and the Vice President for Deferred Giving are responsible for the area of financial development. All work and programs are coordinated through the Office of Development. The work of the Development Office is assisted by the members of the Board of Development which functions as an administrative division of the University, under the direction of the Vice President for Development. Table 2.1 describes the position of the development area within the organization and administration of the University.

Director of Public Relations. The Director of Public Relations coordinates the release of information and public announcements concerning the activities of the University to the news media. He reports directly to the President (Table 2.1). The university recognizes the importance of good public relations, particularly in the larger Abilene community, and carries out a continuous program of disseminating news and promoting the University through involvement of its personnel in appropriate public affairs.

The News Bureau, Office of Public Information, provides news of the University and its personnel to the mass media and serves as a clearing house for all types of information about the University.

Table 2.2

ACADEMIC ORGANIZATION

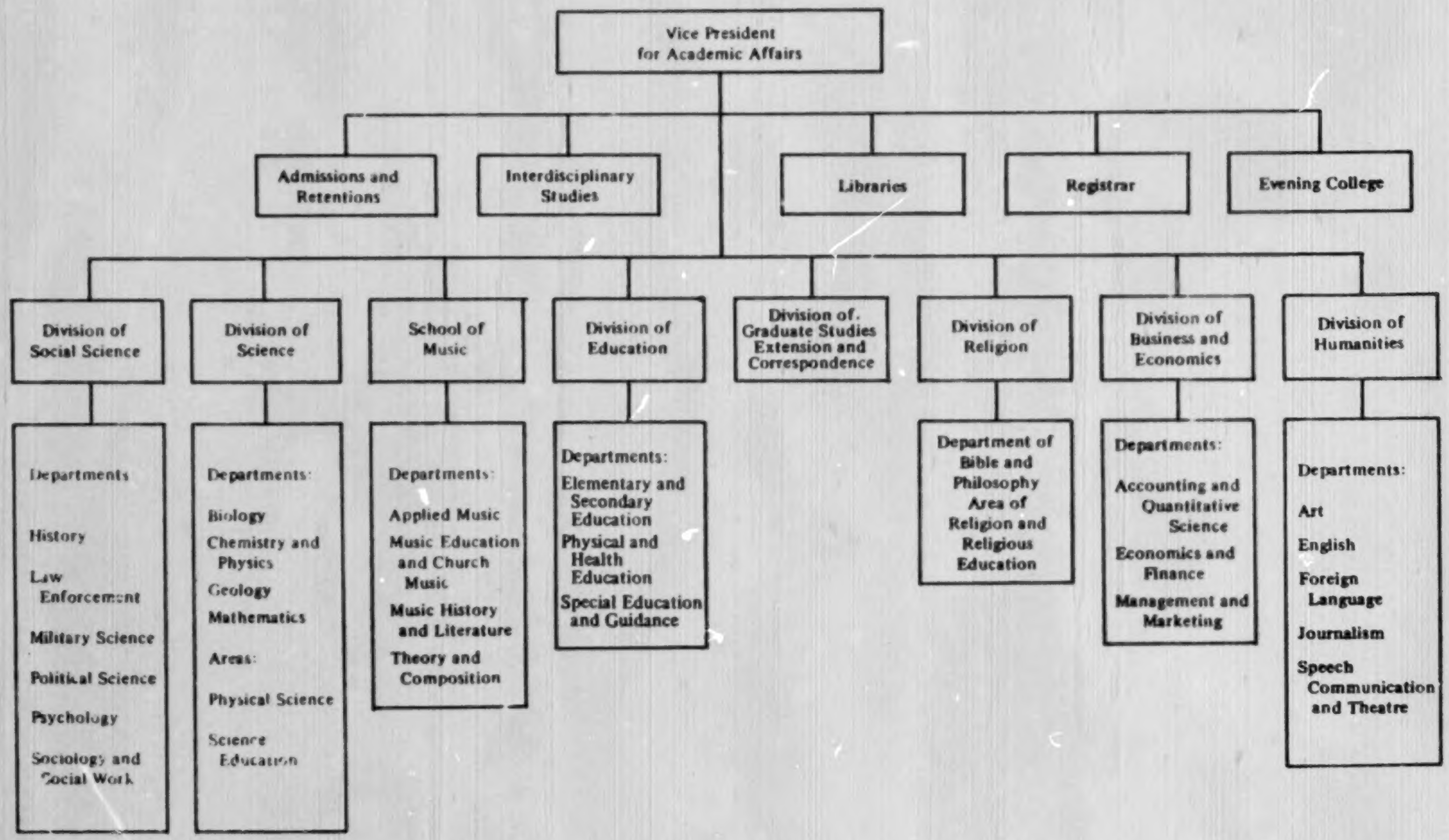

Vice President for Academic Affairs
Admissions and Retentions
Interdisciplinary Studies
Libraries
Registrar
Evening College
Division of Social Science
Departments
History
Law Enforcement
Military Science
Political Science
Psychology
Sociology and Social Work
Division of Science
Departments:
Biology
Chemistry and Physics
Geology
Mathematics
Areas:
Physical Science
Science Education
School of Music
Departments:
Applied Music
Music Education and Church Music
Music History and Literature
Theory and Composition
Division of Education
Departments:
Elementary and Secondary Education
Physical and Health Education
Special Education and Guidance
Division of Graduate Studies Extension and Correspondence
Division of Religion
Department of Bible and Philosophy
Area of Religion and Religious Education
Division of Business and Economics
Departments:
Accounting and Quantitative Science
Economics and Finance
Management and Marketing
Division of Humanities
Departments:
Art
English
Foreign Language
Journalism
Speech Communication and Theatre

Table 2.3

AREAS OF RESPONSIBILITY

Vice President for Academic Affairs

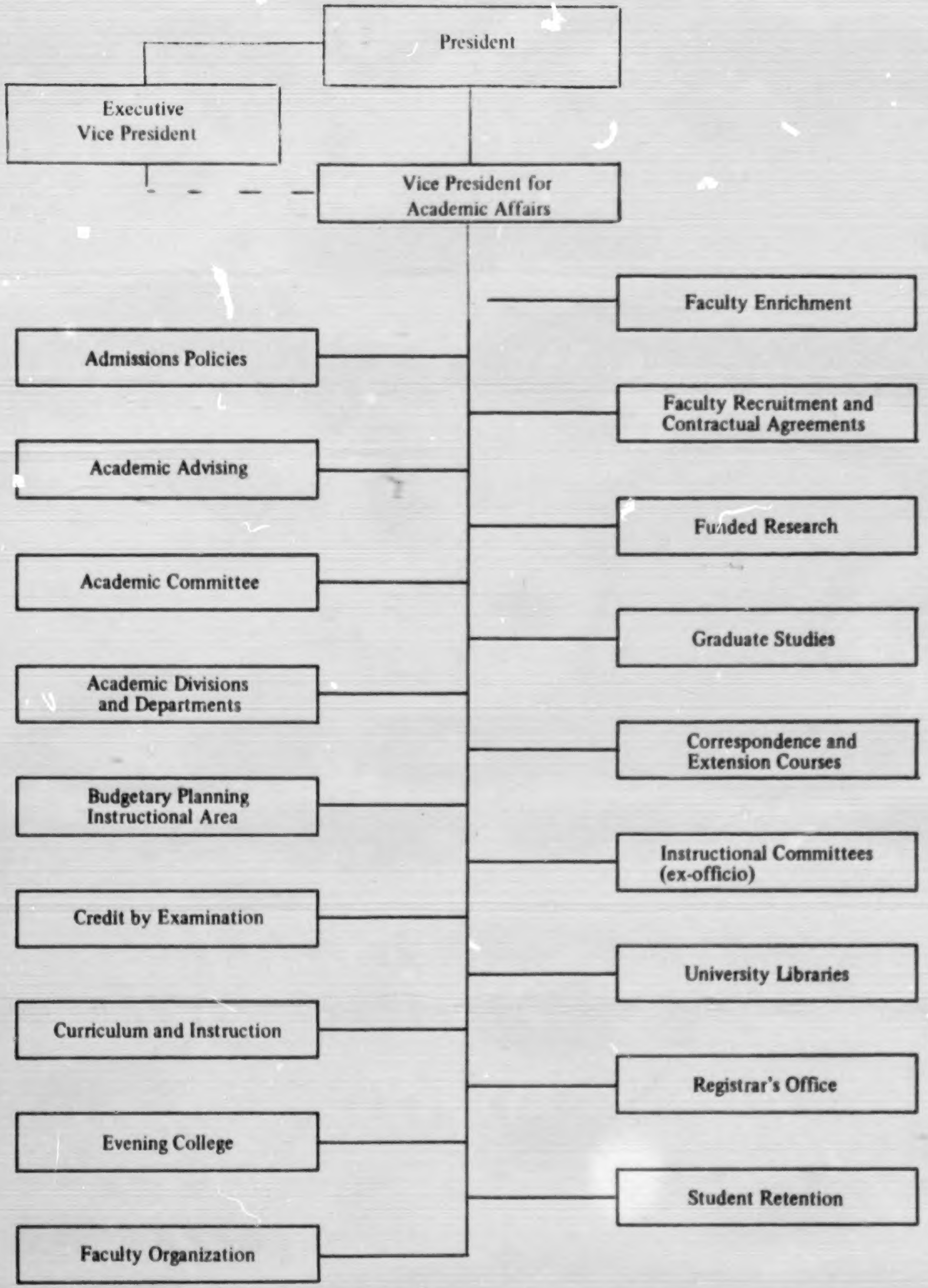
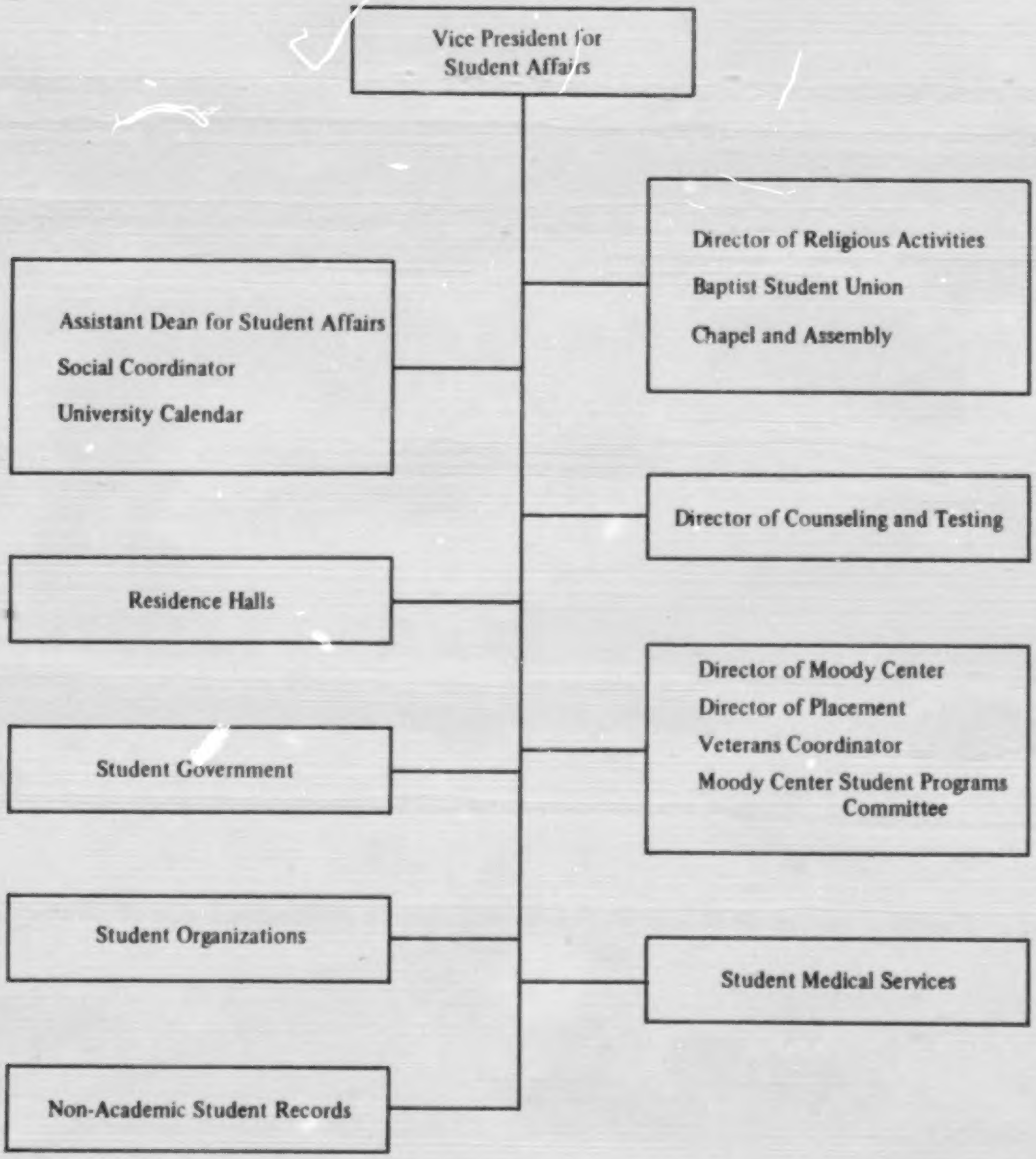

President
Executive Vice President
Vice President for Academic Affairs
Faculty Enrichment
Admissions Policies
Faculty Recruitment and Contractual Agreements
Academic Advising
Funded Research
Academic Committee
Graduate Studies
Academic Divisions and Departments
Correspondence and Extension Courses
Budgetary Planning Instructional Area
Instructional Committees (ex-officio)
Credit by Examination
University Libraries
Curriculum and Instruction
Registrar's Office
Evening College
Student Retention
Faculty Organization

Table 2.4

AREAS OF RESPONSIBILITY

Vice President for Student Affairs


Vice President for Student Affairs
Director of Religious Activities
Baptist Student Union
Chapel and Assembly
Assistant Dean for Student Affairs
Social Coordinator
University Calendar
Director of Counseling and Testing
Residence Halls
Director of Moody Center
Director of Placement
Veterans Coordinator
Moody Center Student Programs Committee
Student Government
Student Organizations
Student Medical Services
Non-Academic Student Records

The public information staff consists of the director, a secretary, university photographer, and several student assistants. The students usually are from the Department of Journalism. The office cooperates closely with the Journalism Department and with student publications.

FACULTY ORGANIZATION AND COMMITTEES

The faculty of Hardin-Simmons University is organized into eight major divisions as indicated in the organizational chart (Table 2.2).

The faculty meets monthly with the faculty chairman presiding. Issues and policy changes as may be recommended from the various faculty committees are considered.

Standing faculty committees for the academic year are recommended to the President by the Committee on Committees. Committee responsibilities are divided among the departments and are important in the formulation of university policy. Normally, faculty are assigned to no more than two major committees.

With the exception of those originating in the Curriculum Committee, the Graduate Council, and the Rank and Tenure Committee, recommendations as they may develop within the committees are channeled through the Academic Committee to the faculty. Departmental recommendations are referred to the division and the Academic Committee or the Vice President for Academic Affairs.

The Academic Committee serves as the advisory committee to the Vice President for Academic Affairs who chairs the committee; the membership consists of the division heads, the faculty chairman, and the director of the university libraries. Matters relating to academic standards and guidelines for departmental operation are considered and studied by this group. It is the specific purpose of the Academic Committee to study academic policy, establish guidelines, and to interpret regulations as may have been adopted by the faculty. In addition, the Academic Committee considers extenuating circumstances in special cases and sets forces in motion to develop new policies.

FACULTY ASSEMBLY

The Faculty Assembly was organized as a separate entity in the spring of 1973. Its meetings are called meetings as distinguished from general faculty meetings which are held regularly on the fourth Wednesday of each month. University administrators attend general faculty meetings as a matter of course but attend meetings of the Faculty Assembly, if at all, by invitation. By vote of the faculty on March 22, 1972, the faculty chairman serves during his tenure as a member of the Academic Committee. The faculty chairman, along with two elected faculty members, also serves on the Committee on Committees.

BYLAWS FOR THE FACULTY ASSEMBLY

ARTICLE I - PURPOSES

The purposes for the Faculty Assembly of Hardin-Simmons University are as follows:

A. To participate actively in the planning and implementation of the educational policies of the university.

B. To develop an open line of communication among the faculty members and between the faculty and administration.

C. To establish cooperation between the administration and the faculty regarding the general operation, the execution of policies, and the future development of the university.

D. To exercise initiative and leadership in matters affecting the academic and spiritual growth of the university.

E. To promote the general welfare of the faculty.

F. To foster the professional growth of the faculty and contribute to the over-all advancement of the university.

ARTICLE II - MEMBERSHIP

The members of the Assembly shall be those faculty members who teach six semester hours or more, librarians with faculty status, and R.O.T.C. personnel with faculty status.

ARTICLE III - OFFICERS

The officers of the Assembly shall be a president, vice president, and secretary. A parliamentarian shall be appointed by the president. The officers elected by the General Faculty shall also serve as the officers of the faculty assembly (revised 10/24/73).

ARTICLE IV - ELECTION OF OFFICERS

A. The officers shall be elected in April and take office the following June 1.

B. The nomination of officers shall be made by a nominating committee elected by the Assembly. Additional nominations may be made from the floor with the consent of the person being nominated.

C. A simple majority vote of the members shall be sufficient to elect the officers.

D. Any member of the Assembly shall be eligible for any elected office, except that an officer shall serve no longer than two consecutive terms in the same office.

E. Temporary officers shall be appointed by the Executive Committee if elected officers are to be absent during the summer terms (revised 10/24/73).

ARTICLE V - DUTIES OF OFFICERS

The officers shall perform the standard duties of their offices. In addition, upon instructions of the Assembly, they shall be authorized to be faculty spokesmen where needed.

ARTICLE VI - COMMITTEES

A. An executive committee shall consist of the elected officers and the parliamentarian who shall serve as an ex-officio member without vote.

B. Other committees shall be selected to serve where needed (revised 10/24/73).

ARTICLE VII - MEETINGS

Meetings of the Assembly may be called by the president or through the president by a petition signed by at least five (5) members of the faculty.

ARTICLE VIII - AMENDMENTS

A. All proposed amendments shall be submitted in writing to the secretary prior to consideration and shall be read by the secretary at the preceding meeting.

B. Proposed amendments must be approved by 2/3 vote of the members present.

ARTICLE IX - QUORUM

A quorum consisting of a majority of the membership shall be present in order to conduct business.

ARTICLE X - PARLIAMENTARY AUTHORITY

Sturgis' Standard Code of Parliamentary Procedure shall govern the activities of the Assembly except when it is at variance with the constitutional bylaws.

Adopted by the Faculty Assembly,
March 14, 1973
Amended October 24, 1973

STANDARDS FOR MEMBERSHIP ON GRADUATE FACULTY

THE GRADUATE FACULTY

The Graduate Faculty, through the Dean of the Graduate Division and the Vice President for Academic Affairs as regular members of the Graduate Faculty, is responsible to the President for all matters concerning the Graduate Division. Membership is not automatic. In order to qualify for membership on the Graduate Faculty a faculty member must be a member of a department offering a graduate program or a member of the Graduate Council and must satisfy at least one of the following requirements:

(1) hold the highest earned degree in his discipline, or have at least the rank of associate professor.

(2) be professionally recognized in the discipline represented by virtue of significant contributions such as original research or holding office in professional organizations.

The Graduate Faculty will also include as ex-officio members the President of the University, the Director of University Libraries, and the Registrar.

All members of the Graduate Faculty should have served in residence on the faculty of Hardin-Simmons University for at least one academic year. Appointments are made by the President with the concurrence of the Vice President for Academic Affairs and the Dean of the Graduate Division.

THE GRADUATE COUNCIL

The Graduate Council of Hardin-Simmons University interprets the policies of the Graduate Faculty, makes recommendations to the Graduate Faculty, and in matters authorized by them acts in lieu of the Graduate Faculty. These policies in turn are administered by the Dean of the Graduate Division. The Council is comprised of the Vice President for Academic Affairs, the Dean of the Graduate Division, and nine members of the Graduate Faculty. Members of the Council shall be elected by the respective divisions and will serve a three year term on a rotating basis. The President and Secretary of the Graduate Council also serve as President and Secretary of the Graduate Faculty (reaffirmed, 12/5/73).

Each division of the university will have one representative. Because of the comparatively large size of their graduate enrollment, the Division of Business and Economics and the Division of Education will have one additional representative each. During their tenure all members of the Graduate Council (including those from divisions not offering graduate study), are members of the Graduate Faculty.

Adopted by the Graduate Faculty, August 23, 1972
Revised: October 4, 1972, and October 30, 1973

STANDING COMMITTEES

Appropriate standing committees are appointed throughout the university to recommend policy or action in matters pertaining to the total university program.

Administrative

- Academic (Division Chairmen)
- General Affairs
- Rank and Tenure (Elected by faculty)

Graduate Program

- Graduate Council (Elected by Division represented)
- Graduate Faculty (Not a part of committee load)

Instructional

- Admissions and Retention
- Curriculum
- Faculty Evaluation
- Graduate Scholarships
- International Education
- Library
- Registration
- Teacher Education Council

Student Affairs

- Athletic
- Christian Maturity Council
- Orientation
- Student Aid
- Student Conduct
- Student Publications

Miscellaneous

- Affirmative Action
- Safety
- Chairmanship of Committee for Undecided Students

Ad Hoc Committees

- Fringe Benefits
- Committee on Committees
- Faculty Workload
- United Way

Steering Committee of Institutional Self-Study (SACS)

COMMITTEE PURPOSES

I. ADMINISTRATIVE

A. Academic Committee. The duties and responsibilities of the Academic Committee are defined in "Faculty Organization and Committees," on pages II-7-11.

B. General Affairs Committee. The General Affairs Committee recommends policy concerning all non-academic student activities and assists with the establishment of new student organizations, provides guidance in the writing of organization constitutions and by-laws, and encourages the effective functioning of student organizations.

C. Rank and Tenure Committee. The Rank and Tenure Committee (elected by the faculty) screens divisional recommendations for promotion and the awarding of tenure and forwards to the Vice President for Academic Affairs those it considers worthy. Once the million dollar endowment for faculty enrichment is available, the committee will have the responsibility of making recommendations for the distribution of the income each year for faculty research, sabbaticals, *etc*.

II. THE GRADUATE PROGRAM

Graduate Council and Graduate Faculty. The duties and responsibilities of the Graduate Council and the Graduate Faculty are defined in the "Standards for Membership on Graduate Faculty," adopted by the Graduate Faculty, as found on page II-10.

III. INSTRUCTIONAL

A. Admissions and Retention Committee. The Admissions and Retention Committee recommends changes in admissions policies, establishes operational guidelines for the recruitment and admissions staff, reviews applications of marginal students, and acts on all requests for readmission after suspension. The Committee is composed of eight members two of whom are from the office of the Vice President for Student Affairs. The Executive Vice President, the Vice President for Academic Affairs, and the Director of Admissions are *ex-officio* members.

B. Curriculum Committee. The Curriculum Committee is the deliberative body which hears all departmental and divisional proposals for additions to, changes in, and deletions from the university's undergraduate curriculum. The committee reports directly to the faculty.

C. Faculty Evaluation. (See "Faculty Evaluation and Improvement," page III-10.)

D. Graduate Scholarship Committee. The Graduate Scholarship Committee, composed of representatives from each division, develops access to graduate scholarships, and establishes guidelines, procedures, and requirements by which students may be recommended for such scholarships.

E. International Education Committee. The International Education Committee coordinates academic ventures to foreign countries, coordinates with the Southwest Consortium for International Study, and offers the campus community information about overseas programs available to H-SU students and faculty.

F. Library Committee. The Library Committee functions in an advisory capacity and acts as a link for communication between the Director of the University Libraries and the faculty, and between the Director of the University Libraries and the student body. It studies library needs in view of the academic program and advises the Director on matters of general policy and on methods of correlating library holdings and services with academic requirements in the various disciplines. The Library Committee discusses and makes recommendations upon such matters as allocation of book funds to departments, the setting of final dates for departmental book orders, the library's method of handling audio-visual materials, departmental study of periodical subscription lists and reference materials, and ways of stimulating increased use of the library by faculty and students.

G. Registration Committee. The Registration Committee oversees and recommends registration policies and procedures.

H. Teacher Education Council. The Teacher Education Council is vested with the authority and responsibility of approving teacher education curricula. Other responsibilities include:

1. Establishing admission and retention policies for the program.
2. Admitting applicants to the teacher education program and to student teaching.
3. Coordinating departmental teacher education programs.
4. Recommending teacher candidates for certification.
5. Supervising policies for laboratory experiences.
6. Keeping abreast of new developments in teacher education.
7. Seeking out innovative ideas and programs.
8. Cultivating a strong rapport within the total university faculty.

All departments concerned with teacher education are represented on the council. Thus every program leading to a teaching certificate has a representative voice in decision-making and policy formation.

IV. STUDENT AFFAIRS

A. Athletic Committee. The Athletic Committee acts in an advisory capacity to the coaches on the scheduling of events and on overall athletic programming. The committee serves as an official link between the H-SU Athletic Program and NCAA. The Committee also recommends to the Student Financial Aid Committee the awarding or removal of grants-in-aid and scholarships to student athletes.

B. Christian Maturity Council. The Christian Maturity Council, composed of faculty members, administrators, and students, recommends policy changes and serves in an advisory capacity to the Director of Religious Activities. The Council is the main advisory group for all religious activities.

C. Orientation Committee. The Orientation Committee schedules and leads activities during the summer and fall which are designed to acquaint new students with the campus and H-SU procedures. Included in these activities are academic advising, registration, testing, and counseling.

D. Student Aid Committee. The Student Aid Committee meets as needed to approve the recommendations of the Student Financial Aid Office. The policy for awarding scholarships is determined by the Student Aid Committee. It also has the responsibility of canceling awards to students who become ineligible. When the principles of administration of financial aid are not completely understood or clearly defined in the catalog, this committee resolves any differences that exist.

E. Student Conduct Committee. The Student Conduct Committee serves as an appellate body in student discipline cases. A student may carry to this committee an appeal of a decision rendered by the Vice President for Student Affairs or his assistant, or by the Student Judicial Council. This committee will decide the validity of the basis for the appeal; the committee will either uphold the previous action or make specific recommendations for consideration by university officials. Decisions of the Student Conduct Committee may be appealed in writing to the President of the University.

F. Student Publications Committee. The Student Publications Committee supervises the operation of all student publications including The Brand, the student newspaper, The Bronco, the student yearbook, and The Corral, a literary publication. This Committee makes decisions in the form of recommendations to the administration.

On approval, these recommendations are implemented by the faculty in the Journalism Department. Student positions are filled by applications and interviews conducted by the faculty advisor and the Student Publications Committee.

V. MISCELLANEOUS

A. Affirmative Action Committee. The purpose of the Affirmative Action Committee is to review and evaluate the adopted Affirmative Action Program as approved by the Board of Trustees, and to make regular recommendations to the Administration concerning the implementation and continuance of said program.

B. Safety Committee. The Safety Committee implements the standards as set forth in the Occupational Safety and Health Act which was passed by Congress and become a law in 1970. The Director of Properties is the coordinator for H-SU in this program.

It is the intention of the university to cooperate fully in complying with the provisions of OSHA. Faculty members are encouraged to become familiar with the terms of OSHA and the program outlined in the act. It is requested that discrepancies which come to light in the safety and health act program be reported to the coordinator. A list of all members on campus who have completed a first aid program, such as that offered through the American Red Cross, will be kept by the secretary of the OSHA committee.

VI. AD HOC COMMITTEES (Duties as assigned.)

VII. COMMITTEE ON COMMITTEES

The Committee on Committees is an ad hoc committee consisting of the Executive Vice President, the Vice President for Academic Affairs, the Vice President for Business Affairs, the Vice President for Student Affairs, the chairmen of each academic division, the president of the faculty and two faculty representatives elected by the faculty. It makes recommendations to the President about the composition of each of the standing committees for the academic year.

SUPPORT AREAS

DIRECTOR OF ADMISSIONS AND RECRUITMENT

The Director of Admissions and Recruitment coordinates the work of counseling with prospective students in the field and has the responsibility for the admission of undergraduates. Office personnel maintain files on prospective students, mail out University publications, and process student admission credentials. The Director coordinates with the faculty committee on admissions and retention.

DIRECTOR OF ALUMNI AFFAIRS

The Director of Alumni Affairs directs activities such as maintenance of alumni records, class reunions, funds, homecoming, parent's clubs, publications, and other ex-student activities. The *Range Rider* is the quarterly publication mailed to all ex-students.

DIRECTOR OF LIBRARIES

The Director of the Libraries is the executive officer assigned the primary responsibility for housing the accessions of all learning resources such as books, media equipment, periodicals, public documents, and special collections. The Director is responsible for budgetary control of accessions and long-range planning of physical facilities. The Library Committee serves the Director in an advisory capacity. Members of the professional staff hold academic rank and are voting members of the faculty.

REGISTRAR

The Registrar is responsible for the maintenance and confidentiality of student academic records, the auditing of degree plans, and supervision of the registration process.

OTHER SUPPORT AREAS

Other support areas are charted on page II-2, Organizational Chart of the University.

FACULTY-ADMINISTRATION RELATIONSHIPS

PROFESSIONAL RESPONSIBILITIES AND PROFESSIONAL ADVANCEMENT

ACADEMIC FREEDOM AND RESPONSIBILITY

The purpose of this statement is to promote general understanding and support of academic freedom and tenure and agreement upon procedures to assure them at Hardin-Simmons University.[1]

Academic Freedom and Responsibility

Institutions of higher education are conducted for the common good and not to further the interest of either academic personnel[2] or the school as a whole. The common good depends upon the free search for truth and its exposition. Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of academic personnel in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

1. Academic Personnel are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties: but research or professional services for pecuniary return and/or business activities should be based upon an understanding with the authorities of the institution.

2. Each individual from the academic personnel is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching extraneous matter.

3. Each of the Academic Personnel of Hardin-Simmons University should be able to function as an academically free professor

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[1] Much of the material in this statement of general principles and the following one on rank and tenure policy is taken from the 1940 Declaration of Principles on Academic Freedom and Tenure, offically endorsed by the following organizations: The American Association of University Professors, 1941; The Association of American Colleges, 1941; and other organizations listed in the appendix. The source of much of the material referred to in this report is the Handbook for Trustees by Myron F. Wicke.

[2] The term "academic personnel" as used in this document is understood to include all faculty members and those persons who are directly responsible to the Vice President for Academic Affairs. A faculty member is defined as a person who instructs students in course work in which academic credit is given.

within the framework of the purposes and stated policies of the University which is owned and supported by the Baptist General Convention of Texas.

4. The academic personnel of a college or university are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline; but their special position in the community imposes special obligations. As men of learning and educational officers, they should remember that the public may judge their profession and the institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate whether they are institutional spokesmen, realizing that it is impossible for a professor to be separate from an institution.

RANK AND TENURE POLICY

Recommendations for Promotion and Tenure. Ordinarily recommendations for promotion to a higher rank and/or for the granting of tenure should originate with the departmental chairman, be endorsed by the divisional chairman, and then forwarded to the Rank and Tenure Committee. Committee recommendations are forwarded to the administration for approval or rejection. Those recommendations approved by the administration are forwarded to the Board of Trustees for action.

Faculty Rank. There shall be four regular faculty ranks in Hardin-Simmons University: Instructor, Assistant Professor, Associate Professor, Professor. The Instructorship is normally a temporary appointment, renewable year-by-year.

Qualifications*

1. The Instructor shall have a master's degree or acceptable qualifications in lieu of specific academic degrees.* He shall have four years to attain his specialized training and experience to qualify for Assistant Professor. Continued appointment after four years in the rank of Instructor will be only after written agreement between the Administration and the individual faculty member.

2. The Assistant Professor shall have a master's degree or acceptable qualifications in lieu of specific academic degrees* and be actively working on an approved advanced graduate program in the field of his teaching, or be doing specialized professional study which will increase his effectiveness as an educator. Three to five years of college-level teaching experience or its professional equivalent is expected.

3. The Associate Professor shall have an earned doctor's degree in the field of his teaching or acceptable qualifications in lieu of specific academic degrees.* He shall have had six years of college-level teaching experience. The Associate Professor is expected to show satisfactory continuing evidence of professional growth as an educator in his field.

4. A Professor shall have an earned doctor's degree in the field of his teaching or acceptable qualifications in lieu of specific academic degrees.* Normally he shall have had ten years of college teaching experience. The attainment of the rank of Professor is evidence of superior or outstanding ability and success in his field of specialization. Distinguished teaching, authorship of research papers or books, or continued practice in the creative arts, and active participation in National and/or State Professional Organizations in his field are expected of the Professor.

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*It will be the responsibility of each department as a dynamic unit to make a recommendation to justify in each specific case the acceptance of qualification in lieu of specific academic degrees. Qualifications offered in lieu of a specific academic degree should be such as would be convincing and acceptable to knowledgeable academic people anywhere. Departments may consider publication, research, administration, experience, academic hours beyond the degree held, travel, professional service, and professional performance.

Special Classifications. Certain special classifications, not included in regular faculty rank may be Graduate Assistant, Special Instructor, Visiting Lecturer, Visiting Professor, Artist-in-Residence, or Distinguished or Senior Professor defined as follows:

A Graduate Assistant shall hold a bachelor's degree and be actively pursuing graduate study toward a master's degree. He shall be performing certain academic duties assigned under supervision in a department.

A Special Instructor shall hold a bachelor's degree and may or may not be actively engaged in graduate work, but is teaching specified courses in a department on a year-to-year basis.

Visiting Lecturer, Visiting Professor, or Artist-in-Residence, may be one who has special qualifications and who will teach one or more classes for a specified time.

A rank of Distinguished or Senior Professor should be considered an Administrative appointment in recognition of exceptional teaching abilities.

Notes on Faculty Rank. Each academic year of full-time graduate or professional study in one's area of teaching after thirty semester hours beyond the master's degree shall be reckoned as the equivalent of a year of teaching experience.

TENURE

Definition of Tenure: Tenure is defined as the right of academic personnel who possess it to the assurance that they will not be removed from their position by arbitrary or uninformed action. It in no way insures permanent employment, but it assures members of the academic personnel who have acquired tenure that prescribed procedures will be followed in the case of any proposed dismissal.

Establishment of Tenure: Academic personnel may be considered for tenure after the expiration of a probationary period of service at this institution not including time spent on leave.

The normal probationary period for an Instructor should be five (5) years; for an Assistant Professor, four (4) years; for an Associate Professor, three (3) years; and for a Full Professor, two (2) years.

These probationary periods may be shortened or lengthened by a mutual, written agreement between the academic personnel and the administration where special justification exists.

Years of service at this institution in the rank of Instructor or above shall be applied toward fulfillment of the probationary requirement for any higher rank.

Years of service in another institution of higher learning may, at the discretion of the Administration and by written agreement, be credited toward either partial or complete fulfillment of the probationary requirement for any rank.

1. Academic personnel not on tenure have the same academic responsibility and freedom that all academic personnel have.

2. The desire of the university to terminate a contract with one of the academic personnel not on tenure shall be made known to such a person in writing not later than March 1 of the first year of academic service, not later than December 15 of the second year of academic service, and at least twelve months before the expiration of an appointment after two or more years in the institution.

3. Termination of a continuous appointment because of financial exigency on the part of the university or curtailment of the instructional area should be demonstrably bona fide.

   In such cases, faculty members with tenure shall be given twelve months' notice if at all possible. The released faculty member's place shall not be filled permanently for the duration of the emergency or for one year thereafter, unless the released faculty member has been offered equitable reappointment and has declined.

4. Termination, for cause, of a continuous appointment, or the dismissal for cause of any of the academic personnel prior to the expiration of a term appointment, must be presented in writing to the individual. Cause is hereby defined as incompetence or moral turpitude. If the person so notified requests further consideration of his case, he shall have the right to appear for an informal examination of the facts of his case before an ad hoc committee of three to seven members from the academic personnel acceptable to both the administration and the person under dismissal charges. That committee shall have the power to conduct an objective and fair examination of all issues involved and to make known to the administration (and if the committee so desires, to the trustees) its findings and recommendations.

5. If a person on continuous appointment or term appointment is under dismissal charges and does not acquiesce in the results of the academic personnel committee hearing, he has the privilege of appeal for a formal hearing. (See paragraph below.) Likewise, if the administration feels that a formal hearing is desirable for the settlement of the issue, it may arrange for such. Whether requested by the individual or the administration, the hearing shall be called only upon issuance of a written statement or petition.

A formal hearing shall be held only before a committee made up jointly of academic personnel and trustees, and other mutually acceptable persons not previously involved in the dispute. The person under dismissal charges, of course, should have the opportunity to be heard in his own defense by all bodies that pass judgment upon his case. He should be permitted to have with him an adviser of his own choosing who may act as counsel, preferably a person acquainted with and sympathetic to the purposes for which the university exists. There should be a mutually acceptable record of the hearing available to the parties concerned. If a full stenographic record is demanded, the cost shall be borne by the person or persons asking for the record. In the hearing of charges of incompetence, the testimony should include that of academic personnel and other scholars, either from this institution or from other institutions.

Academic personnel on continuous appointment who are dismissed for reasons not involving moral turpitude, should receive official notification of this fact at least twelve months before the expiration of an appointment after two or more years in the institution.

6. All academic personnel who are to be continued in the service of the university, regardless of rank or tenure, should be notified by the administration in writing by March 15 of their continuance in the employment of the university.

7. Any individual from the academic personnel on tenure, including those on leave, or one having administrative responsibility for a department or area of work in the university who does not expect to continue in the service of the university should notify the administration in writing by April 15, preferably earlier, preceding the end of the long term.

8. Likewise, it is expected that any individual from the academic personnel not on tenure who does not expect to continue in the service of the university should notify the administration in writing by April 15, preceding the end of the long term.

Terms of Tenure:

I. Academic Personnel on tenure retain the privilege of tenure as follows:

    A. Until voluntary resignation, or

    B. Until termination by reason of age, or

    C. Until the position is terminated by reason of financial exigency, or

    D. Until the member of the academic personnel is proved incompetent or morally unfit for his position.

II. Termination of tenure by reason of age is currently as follows:

A. Voluntary retirement is at age 62.

B. Mandatory retirement (loss of tenure) is at the end of the academic year in which a faculty member reaches the age of 65.

C. Employment of retired personnel may continue at the university's option and need on a year-to-year appointment.

COMMITTEE STRUCTURE

The Rank and Tenure committee shall be elected by the faculty in general session, such committee to be made up of one representative member from each academic division and one member at large. For each position to be filled, there shall be two nominations. The election of new members shall be held during the spring term, and new members shall take office as of June 1.

Membership shall be restricted to academic personnel who hold tenure. The member elected at large will be nominated from the floor of the faculty in general session. Committee members shall serve a three-year term. The chairman will be elected by the committee and cannot serve two consecutive years.

Original policy adopted by Board of Trustees, February 1967. Revision adopted by the Faculty, May 1, 1974, and by the Board, November 8, 1974.

COMMUNITY RESPONSIBILITIES AND PUBLIC APPEARANCES

The official statement on academic freedom and responsibility defines responsibilities of the faculty. The university expects the faculty member to be active in the church of his choice and to support the activities of his church.

The university also encourages faculty participation in political activities, service clubs, and community welfare organizations as well as guest appearances before community organizations. However, the faculty member should distinguish between his role as a private citizen and his role as a representative of Hardin-Simmons University. Letters to the editor on political subjects, for example, should go out on personal stationery over a person's legal signature. (See number 4 under "Academic Freedom and Responsibility," page III-2.

It is hoped that the faculty will serve on juries and in other similar community functions when called. Absences should be so noted on absence forms; the time served will not be counted toward personal leave.

Public Appearances. When making public appearances, faculty members should notify the Office of the Director of Public Relations in order that the university may benefit from the publicity of such service.

CONSULTING AND OUTSIDE EMPLOYMENT

Arrangements for outside employment must be made through the office of the President or the Vice President for Academic Affairs prior to a commitment by the employee. Ordinarily, outside employment--consulting, interim pastorates, etc.--should not demand more than fifteen hours per week and must not conflict with official duties.

LEARNED SOCIETIES, RESEARCH, AND PUBLICATIONS

The university encourages faculty memberships in learned societies. The holding of office and the presentation of papers not only benefits the individual but also the university.

Although teaching and individual attention to students are of primary concern, individual research and the publishing of articles and books are of great importance to the academic life of the university and are likewise encouraged.

FUNDED RESEARCH AND PUBLICATION

In keeping with the University's statement of philosophy and purpose --that "the university considers education a life-long process which involves independent inquiry, judgment, and objectivity"--it is the position of Hardin-Simmons University that funded research and publication resulting from such research are a definite part of the process of continual education.

Accepted by the Faculty, May 1, 1974;
Adopted by the Board of Trustees,
November 8, 1974.

FACULTY RECRUITMENT PROCEDURES

As faculty vacancies/changes occur, departmental and divisional chairmen in close coordination with the Vice President for Academic Affairs should go through the following checklist in seeking to fill faculty vacancies. One benefit should be the location of more good prospects. Another will be documentation that Hardin-Simmons University is an Equal Opportunity /Affirmative Action Employer.

ANNOUNCEMENT OF VACANCY

Notice of the vacancy to be filled should be mailed

1. to The Education Commission of the Southern Baptist Convention,
2. to persons meeting the requirements whose applications or letters of inquiry are already on file,
3. to national associations (American Marketing Association, American Psychological Association, etc.) which maintain lists of registrants, and
4. to the Placement Office, the office of the dean of the college or school, and the office of the departmental chairman of doctoral-degree granting institutions in this general geographic area

University of Arizona
Arizona State University
University of Arkansas
University of Colorado
Colorado State University
Louisiana State University
Tulane University
University of New Mexico
New Mexico State University
University of Oklahoma
Oklahoma State University
Baylor University
University of Houston
North Texas State University
Rice University
Southern Methodist University
Texas A & M University
Texas Christian University
Texas Tech University
University of Texas
(and other such institutions with strong departments in the particular discipline)

PROCEDURES

Departmental chairmen should screen applicants in close coordination with divisional chairmen and the Vice President for Academic Affairs. The file should include a formal application, a resume, official transcripts, and letters of reference.

When departmental and divisional chairmen and the Vice President for Academic Affairs concur, an applicant should be invited to the campus for an interview with the understanding that the University will pay half his expenses unless he is offered and accepts a contract, in which case the University will pay or reimburse him for all his expenses.

The University will not ordinarily pay the travel expenses of an applicant's spouse or children. While on campus the candidate should have time to meet and talk with other members of his department, departmental chairman, divisional chairman, the Vice President for Academic Affairs, and the President.

During these interviews the applicant should have brought to his attention the University's Statement of Purpose and Philosophy, the Statement on Academic Freedom and Responsibility and Rank and Tenure, the Bulletin, and the Faculty Handbook.

ACTIVITIES

ORIENTATION OF NEW FACULTY

Orientation sessions for new faculty are given at the beginning of the academic year by administrative officers. Recently appointed faculty members are urged to become acquainted with this Handbook, the university Bulletin, and the Student Handbook. The division head and the department chairman also assist in the orientation program for the new faculty member.

New faculty should arrange for such matters as payroll deductions (W-4 forms, etc.), insurance, and automobile permits as soon as they arrive on campus. These matters are handled in the Office of the Vice President for Business Affairs.

FACULTY EVALUATION AND IMPROVEMENT

The following policy on faculty evaluation and improvement was adopted by the faculty on January 19, 1973:

1. That the H-SU faculty implement a voluntary program of faculty self-evaluation beginning with student evaluation of instructors in the spring of 1973 to test and perfect a workable instrument for inclusion in a campus-wide system of evaluation.

2. That the committee continue to work on the preparation of additional instruments to provide for a comprehensive program for both faculty and administration.

3. That the student evaluation instrument be administered by someone other than the instructor of the course during the latter weeks of classes; that the summary tabulation of the results be included in the self-evaluation which will go to the department head and the Vice President for Academic Affairs; and that the individual data will be returned to the instructor for his use after the final grades for the course have been given to the Registrar. (Perhaps the office of the University counselor can be expanded to serve as a coordination point for this program.)

4. That at his discretion, the instructor may have the student evaluation instrument administered at the mid-point of the semester as well as the conclusion so that he may observe the change of opinion as it develops.

5. That the instructor have the opportunity to characterize his class and note any extenuating circumstances or problems before seeing the student evaluation, the instructor's analysis to be included in the evaluation packet.

6. That this ad hoc committee continue its existence through the 1973-74 school year for the purpose of the following:
   a. refining the student evaluation form;
   b. developing other forms for faculty evaluation, i.e., evaluation by colleagues; self-evaluation by department head, evaluation of department head, etc.;
   c. developing a model or procedure whereby the faculty evaluation program will become a continuing program of evaluation and feedback;
   d. developing a system to protect the integrity of every faculty member. For example, limits of confidentiality of materials must be determined. Also, a system of total evaluation must be developed so that no one area of evaluation, i.e., student opinion or department head evaluation, can carry excessive weight in the total program.

Note: On April 30, 1975, the faculty adopted two recommendations presented by the ad hoc committee. They are as follow:

1. A permanent faculty-administration committee headed by a staff member who is given some released time for that purpose should be appointed for implementation of university-wide evaluation and development.

2. The committee feels that the entire faculty should be involved in a workshop effort to finalize the various instruments in the evaluation package and establish procedures for implementation and the uses to which it shall be put.

CHANGE OF ADDRESS OR NAME

Academic Personnel should file a change of address or name with the President's Office, the Vice President for Academic Affairs, and the Business Office in order that mail may be forwarded to the proper address. In addition the Controller's Office should be apprised of any change which would affect payroll records and income tax exemptions.

FACULTY MEETING ATTENDANCE

All Academic Personnel (faculty) are expected to attend faculty meetings. The regular general faculty meeting is held on the fourth Wednesday of each month at 3:30 P.M. Graduate Assistants and part-time faculty may attend faculty meetings but are not allowed voting privileges.

The Faculty Assembly meeting is called by the President of the Faculty Assembly as necessary.

GENERAL FACULTY MEETING AGENDA

Only those items appearing on the printed agenda may be brought to a vote during a faculty meeting, except that, in case of emergency, the foregoing rule may be suspended by a two-thirds majority of those present and voting. Any faculty member, faculty committee, academic department, or academic division has the right to place an item on the agenda by submitting it in writing to the chairman of the faculty before the printed agenda is prepared.

Adopted by the Faculty,
November 29, 1972

CHAPEL-ASSEMBLY ATTENDANCE

All academic personnel are expected to attend chapel-assembly on Tuesday and Thursday mornings, 9:30 A.M.

Students should not be asked to make up class work, to meet conference courses, to work, etc., during the time scheduled for chapel-assembly.

OFFICIAL CONVOCATIONS

All Academic Personnel are expected to attend official convocations as indicated in the contract.

PROFESSIONAL TRAVEL AND FILING OF TRAVEL REQUISITIONS

Professional travel is that travel made at the university's request, or that travel, other than personal, which is approved by the department head, the division chairman, and the Vice President for Academic Affairs.

Faculty members must fill out an Absence Form before leaving the campus. If a travel advance is needed, this would be indicated on the Absence Form. The amount needed may be picked up in the Business Office, after the absence form has been approved. Those receiving travel advances or reimbursements will please file a Requisition for Payment of Travel Expense with the Business Office within five days after returning to the campus. Invoices for expenses incurred during the trip should be attached to the Requisition. Unused travel advance money should also be turned in with the Requisition. The Requisition will show the amount of travel advance money being returned or the amount due to the employee submitting the report.

Department heads have been allocated a fixed amount of money in their budgets for professional travel under an assigned budget number. Department heads will be responsible for allocating these funds and staying within the budgeted amounts. The department heads are urged to ask faculty members to travel together when going by automobile to the same meeting in order that departments may be able to use the departmental funds for additional benefits. (A limited number of university vehicles are available for professional travel.)

Reimbursement for travel in private vehicle will be at the rate established by the Trustees, which at present is seven cents per mile.

Federal and State Sales Tax: Hardin-Simmons University is exempt from paying federal gasoline and state sales tax. When traveling on school business, please take advantage of the tax exemptions by having the bill charged directly to the University. The tax will be taken care of in the Business Office. If you pay cash, please give the vendor the H-SU federal tax exemption number #C75-0808791. For items on which state sales tax is levied, give the vendor our exemption number #06310 and request that the tax be deducted.

OFF-CAMPUS TRAVEL WITH STUDENT GROUPS

Note: Please refer to the University Bulletin and the Student Handbook regarding limitations on extra-curricular activities and required class field trips.

Faculty are requested to file off-campus travel forms with the Vice President for Student Affairs in order that trips may be coordinated. (Approved trips and a list of students participating are announced through the Faculty Bulletin.) This procedure will help responsible officials:

1. know whereabouts of students
2. insure that only students who are approved represent the university
3. eliminate unnecessary trips
4. reduce the expense to the university in that people may, when convenient, travel together
5. insure a better utilization of all university personnel in student recruitment.

DISTRIBUTION OF ANNOUNCEMENTS AND PRINTED MATERIALS-FACULTY BULLETIN

Announcements to the general faculty and staff are normally made through memoranda from the administrative offices and are distributed through inter-office mail. A Faculty Bulletin is distributed weekly. News items for the Bulletin are gathered and printed in the Office of the Vice President for Academic Affairs.

Announcements to students are made in chapel-assembly or published in the Brand.

RECORDING GIFTS AND GRANTS

All gifts and grants are channeled through the Office of the Vice President for Development. The university provides a means for payroll deduction; information for this procedure may be obtained from the Development Office or the Office of the Vice President for Business Affairs.

PARTICIPATION IN GRADUATION EXERCISES

All academic personnel are expected to participate in graduation exercises. In the event circumstances necessitate an absence, a request should be approved by the Vice President for Academic Affairs. Faculty members are responsible for their own academic regalia. Academic regalia may be rented or purchased through the University Bookstore.

INSTITUTIONAL RESEARCH AND MANAGEMENT INFORMATION

In an effort to avoid duplication of work, all reports to and surveys for external agencies are coordinated through the Office of the Executive Vice President. That office, in turn, will study the request, determine which office should supply the information requested, and coordinate the reporting of pertinent data. Surveys and reports which are important to the management information system of the university are reviewed by the administrative council.

TEXTBOOK PURCHASING PROCEDURE

Textbooks have a standard twenty percent mark-up and freight must be paid by the Bookstore. Thus, little or no profit is made on textbooks even when very close attention is given to quantities ordered by the faculty member. Before considering the adoption of a new textbook, it is requested that faculty members check with the bookstore manager as to disposal of the textbook being used.

FUND RAISING

Any efforts to raise funds off-campus for any purpose or project whatsoever must first be cleared through and coordinated with the Office of the Vice President for Development. His is the responsibility for all fund-raising activities conducted in the name of the institution.

PURCHASING PROCEDURE

The following steps are necessary for purchasing:

1. Regular purchases will be made by filling out a requisition and forwarding it through regular channels to the Purchasing Agent.
2. All purchase orders will be sent to the Purchasing Agent for his signature prior to delivery to the vendor.
3. Emergency purchases are made by securing a purchase order number from the Purchasing Agent. The invoices should then be turned in at the Purchasing Office. DO NOT FILL OUT REQUISITIONS FOR ITEMS BOUGHT ON AN EMERGENCY PURCHASE ORDER.
4. Every purchase must be made by one of the two above systems to be processed by the computer.
5. For further details refer to the Purchasing Manual.

UNIVERSITY BUDGET, DEVELOPMENT OF

The following steps are followed for budget preparation:

1. Tentative worksheets are provided for each department.
2. The department head consults with faculty members in the department and projects a tentative budget to the division head.
3. The division head reviews the budget projection for his division and makes a recommendation to the Vice President for Academic Affairs.
4. The Vice President for Academic Affairs reviews all projections and confers with the division head.
5. The internal budget committee reviews the projections in consultation with the division head.
6. The projected budget for the total university is recommended to the Budget Committee of the Board of Trustees.
7. The department head is then notified of his approved budget for the fiscal year.

The fiscal year begins June 1 and ends May 31. Unencumbered balances do not accrue to the next fiscal year.

A monthly report of expenditures is forwarded to each department head. It is the responsibility of the department head to govern his expenditures throughout the year.

The Instructional Area of the budget is divided into four categories:

Faculty Salaries
Student Help
General Expense
Plant Equipment

Student Help. The university provides student aid through the College Work Study program and a matching portion through the H-SU Payroll. Faculty members are encouraged to use student help to the extent that it is mutually beneficial to both faculty and the student. Student eligibility to work is approved by the Student Financial Aid Office. Each department head is responsible for maintaining solvency in his student aid budget.

Department heads in the instructional area must process a student employee card with the Director of Student Financial Aid. Appointments must be approved in advance. Students on academic probation may not be employed in the academic area except in unusual hardship cases.

Plant Equipment. Provisions for each item of new plant equipment must be made in the annual budget. When secured for the department, it will be tagged and recorded by the Property Management Office. Property will not be loaned or transferred to another department (except temporary borrowing) without prior authorization from the department head. Requests for transfer of equipment may be submitted to the Property Manager by the department head on a "Move Equipment Order" Form. Property no longer required will be picked up and turned in to the Property Management Office. A department head may request inventory of the property in his department at any time by calling the Property Management Office, Extension 420. Department heads are responsible for the safeguarding of their property from removal or loss.

SPECIAL EVENTS - PROCEDURES FOR RESERVATIONS

All campus events involving off-campus groups needing facilities or services with the exception of Moody Center should be cleared through the Office of the Executive Vice President. In the case of Moody Center, individuals should deal directly with the director of that building. A special form, "Facility Reservation Form" is available in both offices and should be filled out in order to assure services and facilities needed. (Please refer to "Cafeteria Service," p.V-7 for meal service information.)

PLACEMENT SERVICE

Opportunities and assistance in career employment are provided by the Office of Placement Services. This service is for current students, alumni, and all former students who are seeking employment.

Through this office interviews with prospective employees are conducted by business representatives and educational institutions.

Personal files are established for reference, and notices of job opportunities are posted daily as well as a schedule of interviews that are available by appointment. Vacancy bulletins are mailed to off-campus students during the summer months.

Assistance in finding off-campus part-time employment is also provided for all students. Available jobs are posted daily, and students registered with this office are notified of work opportunities for which they may qualify.

No charges are made for placement services with the exception that a $1.00 fee is charged for each file over 3 sent to prospective employers at the request of the student. No charge is made for copies of files sent at the request of a prospective employer.

All students should be encouraged to avail themselves of the Placement Office services.

TERMINATION OF EMPLOYMENT AND/OR LEAVE OF ABSENCE

All Academic Personnel resigning or terminating employment should submit a letter of resignation to the department head, the Vice President for Academic Affairs, and the President. This letter becomes a part of the employee's permanent personnel file and is of value at a later date when employment verification is needed. In addition, a request for a leave of absence must be filed with the above mentioned administrative officers. Official approval for the leave will, in turn, be confirmed to the faculty member.

GENERAL POLICY CONCERNING EMPLOYMENT OF NON-ACADEMIC PERSONNEL

GENERAL POLICY

It is the policy of Hardin-Simmons University to afford equal employment opportunity, i.e., not to discriminate against any employee or applicant because of sex, race, age, color, or national origin.

It is the intention of the university to comply with all applicable state and federal laws pertaining to employer-employee relations.

It is the policy of the university to promote from within when deemed to be in the best interests of the school. Therefore, before requesting a replacement for a vacant position, department heads are urged to consider employees under their supervision who may be qualified for advancement.

It is the policy of the university not to pay employment agency fees.

Starting salaries for new employees will be as indicated in the appropriate job classification section and as agreed upon between the department head and the Vice President for Business Affairs.

PROCEDURE

Recruitment. Requests to recruit Non-Academic Personnel should be made by submitting a memorandum for Personnel Procurement to the Office of the Vice President for Business Affairs.

Qualified persons applying at the personnel office will be referred to the requesting office after a telephone appointment has been made with the requesting supervisor or department head. The department head will be given--in advance of the interview--appropriate information related to the applicant's qualifications. Applicants whose first contact is with a department head should be referred to the Secretary to the Vice President for Business Affairs for appropriate processing as described below.

Selection. The Personnel Office will process all applicants for employment with reference to:

Personal and biographical data
Health requirements
Intelligence and aptitudes
References (character and productivity)
Legal qualifications for employment

Commitment to Employ. Before any commitment is made to employ an applicant, the department head should make certain that he has the appropriate budgetary approval and has obtained the testing, interviewing, and background investigation services available through the Personnel Office.

A clear and concise job description is required to be on file in the Personnel Office before a position is filled.

Processing. Before a new employee shall be permitted to report to work, the Personnel Office must have the following forms in its possession:

Application form
Medical history and/or examination results (if required)
Payroll authorization
Test scores, if required
W-4 Form (Employee's Withholding Exemption Certificate)
Other forms where applicable (security information, etc.)

The Personnel Office will be responsible for getting the proper information on each employee to the Payroll Department.

A personnel file on each employee will be kept in the Personnel Office.

FACULTY COMPENSATION AND FRINGE BENEFITS

EMPLOYMENT OF ORDAINED MINISTERS

According to Internal Revenue Bulletin 1971-1, pp. 19ff., Revised Ruling 71-7, ordained faculty members must not be considered "self-employed," since a minister's service for a Baptist college is deemed "in the exercise of his ministry," according to IRS ruling.

> A college that has relied on the conclusion in Revenue Ruling 55-243 is not required to withhold income tax or Federal Insurance Contributions Act taxes with respect to remuneration paid to the ministers after December 31, 1970. Ministers who have relied on the conclusion in Revenue Ruling 55-243 are subject to the self-employment tax under the provisions of the Self-Employment Contributions Act of 1954 for taxable years beginning after December 31, 1970, unless such a minister qualifies for exemption from the tax under that Act as provided by section 1402 (e) of the Act.—Revenue Bulletin 1971-1, p. 21.

COMPENSATION AND FRINGE BENEFITS

SALARY SCALE

On February 16, 1973, the Board of Trustees approved the following nine-month base salary scale for teaching faculty:

RANK	BACHELOR'S	MASTER'S	DOCTORATE
Instructor	$ 6,800	$ 7,300	---
Assistant Professor	---	7,700	$ 9,000
Associate Professor	---	8,200	10,000
Professor	---	8,800	11,000

INSURANCE

Medical and Life Insurance. Our coverage is with the Southwestern Life Insurance Company. All employees have the same major medical plan, but the amount of life insurance coverage is scaled according to age and annual salary base. The university pays approximately two-thirds of the premium cost, and the employee's share is handled by payroll deduction.

Accidental Death Insurance. The university makes available a group plan providing up to $100,000 principal coverage at $.70 a month per $10,000 coverage. The employee pays the total premium by payroll deduction. Participation is voluntary and approximately one-fourth of our employees participate.

Disability Income Insurance. The policy provides fifty percent salary benefit after ninety days disability less "any amounts paid or payable under the disability or retirement provisions of the Social Security Act (including any payments for eligible dependents), any Workmen's Compensation or any Occupational Disease Act or Law." The limitation affects only long-term disability due to illness or accident, or short-term benefits due to injury on the job. In no case would total benefits be less than fifty percent of the salary on which premiums have been paid. The employee pays the total premium which is .6203 percent of the regular monthly salary. Participation is voluntary and approximately three-fourths of our employees participate.

Cancer Care Insurance. The policy provides benefits over and above the regular health insurance policy. The benefits are limited only to loss resulting from cancer treatment (proof required). Participation is voluntary and the employee pays the total premium which is $30.00 per year for an individual employee, or $45.00 per year for the entire family. This can be paid annually, semi-annually, or quarterly. Pamphlets and information may be obtained from the Vice President for Business Affairs' Office.

Note: The Vice President for Business Affairs will welcome a conference with any faculty member concerning the plans offered. The university is not in the business of selling insurance; rather, its concern is that adequate coverage be made available that the needs of each employee may be met to the extent of funds he can afford to expend for such protection.

ACCIDENT OR INJURY

All employees of the university are covered by Workmen's Compensation Insurance. It protects all employees suffering injury from "on job" accidents. The protection includes payment of all medical expense, partial remuneration for loss of time, *etc*. In the event of your having an accident necessitating medical care, the insurance carrier requests that you seek the service of one of the following physicians:

Dr. H. H. Hamilton
4755 Hartford
(672-2466)

Dr. Jack S. Haynes
725 Leggett
(677-8052)

Dr. George B. Thurman
1101 North 19th
(672-3071)

Ordinarily the employee will go to the doctor's office for treatment. In the event of serious injury, the employee should be taken to the emergency room of Hendrick Memorial Hospital.

The university is required to file a report within eight days on each accident, and the cooperation of all employees will be appreciated. *All accidents should be reported immediately to the Business Manager*, who has been assigned the responsibility of administering claim adjustments.

Please advise the maintenance superintendent of any safety measures which might be beneficial to all employees.

Payment for medical expenses by the insurance carrier is made directly to the doctor and hospital. Payment for loss of time will be made to the employee, and such insurance payments will be taken into consideration in computing any sick leave salary benefits which the employee might be eligible to receive from the university. In the event of partial or total permanent disability, a cash settlement with the employee is made by the insurance carrier.

MEDICAL INSURANCE CLAIMS

Procedure for Filing Claims. A claim for medical expense benefits can be processed and promptly paid if the faculty member will observe the following instructions:

> All claims must be filed with the Business Office. Claim forms are available in the Business Office. Be sure to answer all the employee's questions on the forms so that there will be no unnecessary delay. The completed forms and all bills must be returned to the Business Office. Any forms or bills forwarded directly to Southwestern Life will be returned to H-SU for further processing before payment can be made.
>
> Medicine or Drug Bills. Bills from the pharmacy for drugs or medicine prescribed by a doctor must show:
>
> 1. Prescription number and name (specific name) of medicine or drug
> 2. Date of purchase
> 3. Quantity of medicine or drug purchased on that date.
> 4. Name of person for whom drugs were prescribed
> 5. Cost of medicine or drug
> 6. Name of doctor prescribing medicine or drug
>
> Hospital Bills. Any hospital statement which provides adequate information and shows a breakdown of all services and the charges made for these services will be accepted by Southwestern Life. Most hospitals provide their own forms and will forward copies of their charges to the Business Office. However, when necessary such forms may be obtained in the Business Office. These statements should also be sent directly to the Business Office for processing.
>
> Doctors' Bills. Each doctor's bill should be an itemized statement, not a receipt for payment, showing the date of each treatment or visit, the diagnosis, the charge for each treatment or visit and the name of the person to whom the service was given.

For answers to questions about procedures, please call extension 411. Attention to the above details will greatly expedite the handling of claims.

TUITION SCHOLARSHIPS AND FACULTY ENRICHMENT

Tuition Scholarship Aid. Dependent children of full-time faculty members, who are classified as undergraduates, may qualify for a full tuition scholarship for undergraduate academic work taken on the campus at the university, subject to the approval of the Student Aid Committee. All other scholarships and grants for which the student is eligible will be credited to the student's account before the Student Aid Committee awards an institutional scholarship. The faculty member and spouse may qualify for a half tuition scholarship for academic work.

Reciprocal Tuition Remission Agreement. Under the terms of a reciprocal tuition remission agreement effective with the fall semester of 1975, dependent children of full-time faculty members may qualify for a full tuition scholarship for undergraduate academic work at Oklahoma Baptist University, Shawnee, Oklahoma; Ouachita Baptist University, Arkadelphia, Arkansas; Southwest Baptist College, Bolivar, Missouri; or William Jewell College, Liberty, Missouri. Details of this program are available in the Office of the Vice President for Academic Affairs.

Faculty Enrichment. Faculty members may audit classes under the following provisions:

1. The privilege of faculty visiting in classes for their own enrichment purposes should be at the discretion of the instructor of the class.
2. The faculty member visiting in class should not participate in class discussion.
3. Enrollment for courses should not be required, nor should tuition charges be made.
4. All enrollment and registration procedures normally required of audit students should be waived.

Adopted by the Faculty, February 24, 1967

ACTIVITY CARDS FOR SPECIAL EVENTS AND STUDENT ACTIVITIES

Employees and their spouses are encouraged to attend all university events and receive without charge an identification and admission card. This card also serves as a general accounting card for all university accounts.

BOOKSTORE DISCOUNT

Employees receive a ten percent discount on all purchases over $2.00. Occasionally, household appliances, etc., are ordered for employees at cost plus ten percent. Employees must have an identification card to purchase on credit at the bookstore.

AUTOMOBILE REGISTRATION

Faculty members obtain at no charge from the Business Office one parking permit for each automobile to be brought to the campus. The sticker is to be attached to the left rear window in the lower corner.

FEDERAL CREDIT UNION

Faculty members are eligible for membership in the Abilene Teachers Federal Credit Union, 2913 South First. The membership fee of $1.00 in addition to a $5.00 deposit entitles a member to borrow money at a very low interest rate or to earn interest at a competitive rate on passbook savings. Payments or deposits may be made through payroll deduction.

FACULTY RETREAT LODGE (OPEN ALL YEAR)
Twin Lakes, Colorado

A faculty retreat lodge, located about twenty miles from Leadville, Colorado (Twin Lakes), has been made available through a generous gift from a private donor. The lodge is built in four units and accommodates up to twenty people at any one time.

Faculty, administrators, trustees, and staff are eligible to use the facilities. Scheduling is handled through the office of the Executive Vice President according to the following system:

1. Prior to January 1 of each year, the donors will be able to schedule for their use 15 weeks of the year, of which only 3 weeks of this total may be during the summer months.

2. The faculty may schedule their reservations from January 15 to February 1; administrators and trustees, February 1 to February 15.

3. The staff may schedule their reservations from February 15 to March 1.

If any problem in reservations occurs, a committee consisting of the Executive Vice President, the Faculty Chairman, and the donor of the lodge will work out the difficulty.

The fee will be $3.00 per day per family to cover the cost of maintenance. A time limit of one week will allow equitable usage. Extensions may be made if it is discovered that a succeeding week is open. A permanent caretaker will be on duty. Consult the office of the Executive Vice President for additional information regarding personal belongings needed.

RETIREMENT AND ANNUITY BENEFITS

As adopted in May, 1961, and revised on March 24, 1971, by the Board of Trustees, those sections of the university's retirement program relevant to academic personnel are as follows:

Privileges and standards for faculty and staff participation:

1. Professors (Associate and Full):

   All faculty members of these ranks who have tenure and have attained the age of 40 are immediately eligible for fully paid participation. Exempt from automatic participation are professors who have attained the age of 60 at the time of employment.

   Participation on a matching basis shall be optional for faculty members of these ranks with tenure between the ages of 35-40, and for new faculty members of these ranks who have attained the age of 60 prior to employment.

   Professors of these ranks on tenure under the age of 35 may request the privilege of shared participation.

   Temporary professors and those not on tenure ordinarily will not participate in the retirement program. (See, however, Number Three below.)

2. Assistant Professors and Instructors:

   Assistant professors and instructors who have attained the age of 40 and have 5 years' service at Hardin-Simmons University may request the privilege of full participation.

   Assistant professors and instructors under 40 years of age with 3 years' service or those over 40 not eligible for full participation may request the privilege of shared participation.

   Instructional staff with less than 3 years' service, and irregular or temporary instructors, ordinarily will not participate in the retirement program. The President with the approval of the Executive Committee of the Board may authorize participation in exceptional cases.

3. University and Employee Contribution to Retirement Plan. The total regular contribution for all participating employees will remain at 10% of the employee's participating salary ($8,000 maximum), and is paid in full by the university where the term "full participation" is used above. Where the term "matching" contribution is used, the university will contribute 5% of the employee's salary with a matching 5% employee payroll deduction. Where the term "shared" contribution is used, the division of the total 10% contribution between the university and employee shall be: first year, one-third university participation; years following, one-half university participation. Employees participating on a matching or shared basis shall be eligible for fully paid participation as they may qualify at a later date. The university encourages matching or shared participation by those presently ineligible for fully university-paid participation. (Revised March 24, 1971.)

   The contributions paid on behalf of each employee will be credited to his annuity plan. In cases where the employee shall elect to participate simultaneously in more than one plan, his contributions will be credited according to his election. Title to the contribution deposits thus made shall be vested in the employee for annuity purposes only. In the event the employee's contributions are used otherwise, the university's contributions automatically revert to the university.

4. Salary Basis of Computing Contributions. Contributions to the retirement program shall be a sum equal to 10% of each participating employee's contract salary up to a maximum of $8,000 per fiscal year. "Contract salary" for faculty shall include regular and summer session salaries, but not correspondence, extension or other special compensation.

   Employees earning more than $8,000 per fiscal year may elect to participate on the basis of their total annual contract salary. However, contributions based on that portion of salary above $8,000 shall be on a matching basis. The individual's contribution for that portion of his salary above $8,000 is handled as a tax-sheltered annuity.

5. Terms of Annuity Participation. An employee shall upon entering the retirement program designate the plan or plans in which he elects to participate. He may participate in the TIAA program rather than the Annuity Board program, if he chooses.

   An employee may modify or change his annuity program subject to the approval of the university administration and the Annuity Board. The election to modify or change one's annuity program can be made effective only at the beginning of a fiscal year.

The annuity regularly becomes payable upon the employee's reaching the age of 65 or thereafter as agreed with the university administration, subject to actual retirement or employment on a year-to-year basis with a substantial reduction in assignment and salary (not to exceed 60%).

Methods of annuity payment upon retirement shall be elected by the employee or his beneficiaries in accord with standard actuarial procedures as may be allowed by the Annuity Board, except that the university's own contributions must be applied to a continuous annuity for the life of the employee. The latter restriction can be waived only by formal action of the Board of Trustees.

Contributions shall be fully vested in the employee for annuity purposes. Contributions of employees leaving the employ of the university ordinarily will be held by the Annuity Board for annuity benefits when retirement age is reached. If the employee upon resignation should demand the cancellation of his certificate and the return of his contributions made by payroll deduction, this shall be granted. In such cases the university shall receive the return of its contributions.

VACATIONS AND ACCUMULATION THEREOF

Faculty members on nine-month contracts are entitled to regular academic holidays. Faculty members on twelve-month contracts are entitled to a three-week vacation within one of the five and one-half week summer terms. They are expected to be on duty for the week immediately preceding the opening of the fall and spring semesters and the summer session. They are entitled otherwise to regular academic holidays during the long term.

Vacations must be taken by faculty and staff members during the fiscal year for which they are under contract, and any exceptions to this rule must be in writing, or at the request of the administration.

ADMINISTRATIVE HOLIDAYS

The following administrative holidays are observed:

Thanksgiving Day	Thursday, Friday
Christmas Eve & Christmas Day	December 24 & 25
New Year's Day	January 1
Easter	The Friday before or as announced by the administration
Independence Day	July 4

Academic holidays are printed in the academic calendar and are subject to change.

SICK LEAVE AND PERSONAL LEAVE

Sick leave and/or leave for urgent personal reasons for Hardin-Simmons University faculty may be allowed at the rate of one day for each month that the faculty member is under contract.

Sick leave and/or personal leave may accumulate up to a maximun of forty working days.

Sick leave and/or personal leave must be recommended by the department head and approved by the Vice President for Academic Affairs.

Additional compensation is not paid for accumulated days of sick or personal leave.

Adopted by the Faculty May 24, 1967

FACULTY ENRICHMENT OPPORTUNITIES

TEXAS BAPTIST FACULTY IMPROVEMENT FELLOWSHIP PROGRAM

The Baptist General Convention of Texas recognizes that the quality of college instruction is almost directly a function of faculty quality. Therefore, the Convention appropriates funds to provide Faculty Improvement Fellowships for certain qualified faculty members of Texas Baptist Schools. The Fellowships are assigned to assist qualified faculty members earn their doctoral degree and then return to their Texas Baptist campus and continue service, thereby providing a higher quality instructional service by virtue of the higher degree. The Fellowships are awarded and given to the recipients by the Convention through the Business Office of the Texas Baptist School the recipient is serving at the time the Fellowship is awarded.

Eligibility. A faculty member at any college, university, or academy of the Baptist General Convention of Texas is eligible to apply if he:

1. Possesses a Master's Degree in the field in which he teaches.
2. Has been accepted into a program of study leading to a doctoral degree at an accredited graduate institution.
3. Will have served satisfactorily at the institution where he is currently teaching for at least one year by the time the Fellowship begins.

Application Procedures. Application is to be made through the Vice President for Academic Affairs' Office and application forms are available in that office. Please refer to: A Manual of Operation, Texas Baptist Faculty Fellowship Program for full details. This Manual is also available in the Vice President for Academic Affairs' Office.

M. MAY ROBERTSON-JOSEPH L. SHEPPARD OR J. W. FARMER LOAN FUND

Regulations
Education Commission of the Southern Baptist Convention

PURPOSE

The purpose of the M. May Robertson-Joseph L. Sheppard or J. W. Farmer Loan Fund is to help interest and educate teachers for Southern Baptist educational institutions; and also to assist teachers with postdoctoral study. The fund will be implemented by use of the annual earnings from the corpus of certain funds from the above estates entrusted to the Southern Baptist Foundation.

Qualifications: The loans will be available to any person who meets the following qualifications:

1. One planning to teach or who is now teaching in a Southern Baptist school. Preference will be given to those already serving in a Baptist school.
2. He must possess a master's degree in the field in which he teaches.
3. He must be accepted in a program of study leading to a doctoral degree at an accredited graduate institution. The Loan Committee must have a letter from the graduate school dean or the loanee's major professor stating that the person has been accepted.
4. Since the loans are primarily for tuition and since no tuition is charged by the Southern Baptist seminaries, loans generally should be for study in disciplines other than Bible or theology.
5. He must be an active member of a Southern Baptist church.
6. Not more than 45 years of age unless exceptional circumstances.
7. Postdoctoral requirements: Must be recommended by president and dean of institution where serving.

How to apply: Eligible persons shall apply to the Loan Committee of the Education Commission, S.B.C. If the applicant is employed in a Baptist institution, the recommendation of the president must be sent to the Education Commission. If not employed in a Baptist college, he must have the endorsement of the president or dean of the college from which he was graduated.

The applicant must present academic, character, and health records that are satisfactory.

Applications should be received at least two months prior to the beginning of the study period.

Payments: The loanee will usually receive a check within a month of the beginning of each semester, unless otherwise agreed upon. In order to receive a loan, a full course load must be carried and no responsibilities or obligations extraneous to the doctoral program may be accepted. The loanee may serve as graduate assistant but cannot accept employment in a local school system. Grants and fellowships from sources other than the Education Commission are allowed if the Loan Committee is notified about the time required.

Duration of Loans: Loans will be granted for any combination of regular semesters and summers. Loans will be renewed for each period of study, depending on satisfactory academic progress being made toward the doctorate, with the provision that all work for the doctorate must be completed in five calendar years from the time the first registration is effected under the loan plan. NOTIFICATION FOR CONTINUING A LOAN FOR AN ADDITIONAL SEMESTER OR YEAR MUST BE GIVEN WITHIN A TWO-WEEK PERIOD AFTER RECEIVING THE LAST CHECK FOR CURRENT LOAN. The maximum of $2,000 may be lent from the Fund for any school year, and an average maximum over five years of $6,000. Though $2,000 may be applied for, the Loan Committee may award more or less, depending on the available funds.

Repayments: The loanee agrees either to teach in a Baptist institution until the loan is paid off by service at the rate of $750 for each school year, or the loanee may reimburse the Education Commission, S.B.C., in cash for payments received (reduced proportionately) in case of resignation, withdrawal, or employment in a non-Baptist school. The unpaid balance must be repaid at the rate of no less than $750 a year plus the minimum going rate of interest until the unpaid balance is satisfied. Repayment through service cannot begin until the doctorate is received.

Should the loanee accept a position while receiving assistance from the Fund, the loan is automatically cut off and interest starts immediately. If a position is accepted and the Loan Committee is not notified immediately, interest starts from the time the position is accepted.

If, after starting in graduate school, the loanee or his advisor decidesthat he should drop out for age or other reasons, the loan is due immediately.

Repayment must begin within three months, or October 1, whichever comes first following the awarding of the doctorate. Failure to secure a position in a Baptist college will make any loan due upon the awarding of the doctorate, in the amount of $750 a year until a connection is made with a Baptist college, at which time the balance of the loan may be repaid at the rate of $750 for each year of service in a Baptist school, except upon circumstances satisfactory to the Loan Committee of the Commission.

The loanee agrees to keep the Education Commission or Loan Committee notified of his progress as well as his current and permanent address.

Postdoctoral Study: Loans will be made to those presently teaching in a Southern Baptist institution. The repayment stipluations will be the same as for doctoral study.

LIAISON OFFICER FOR HANDLING FACULTY FELLOWSHIPS

The Vice President for Academic Affairs is responsible for processing faculty applications for such fellowships as Danforth, Fulbright-Hays, Texas Baptist Faculty Fellowships, and others as they are announced. The Vice President for Academic Affairs releases information regarding fellowship opportunities through the Faculty Bulletin, announcements at faculty meetings, or memoranda.

MISCELLANEOUS

ISSUANCE OF SALARY CHECKS

Faculty, administration, and other eligible administrative staff are paid on the last day of the month. Checks may be picked up in the cashier's office.

Faculty on nine-months contracts may elect to receive either nine or twelve payments. Faculty who receive only nine payments and who wish to keep their hospitalization insurance in effect during the summer months must sign an authorization to have their June, July, and September insurance payments withheld from their May check. Faculty teaching in the summer and holding summer school contracts are paid at the end of each summer term.

Deductions: The university complies with all federal regulations relating to payroll deductions such as Federal Withholding Taxes and Social Security. Other voluntary deductions include:

Abilene Teachers Federal Credit Union
Annuity Program (for eligible employees)
Contributions to the University Endowment Program
Disability and accident insurance
Group medical and life insurance
United Way
U.S. Savings Bond Payroll Deduction

FACULTY SERVICES

TELEPHONE SERVICE

Telephones are provided for departments and operate through the university PBX. Please observe the following procedure for long distance telephone service.

LONG DISTANCE TELEPHONE SERVICE

It has been determined by telphone consultants that a considerable savings to the university can be made by using direct dialing. All long distance calls must be placed through the campus operator. Please give the following information to the university operator: name, the telephone number you are calling, the billing number (budget number). Authorized staff not on campus should use a special billing number. Telephone credit cards and billing numbers are issued by the business office.

LIBRARY AND MEDIA CENTER

The Libraries and Media Center exist for the purpose of serving the Hardin-Simmons University Academic Community. As would be anticipated, most learning resources are found in the Main Library located on the second and third floors of Sandefer Memorial. The Education (Curriculum) Library and Media Center are located in Abilene Hall. The Music Library is found in Caldwell Hall. Due to space shortage, it has been necessary to store thousands of volumes in various places on the campus; however, these materials can be retrieved by library personnel as needed.

BOOK ORDERS

The library staff wishes to be of maximum service to library users at all times. Suggestions for improving services are desired. Each department is given a book budget. Requests for new titles should first be made to the department head. He will then present them to the Acquisitions Librarian. The staff regrets that only single copies of new titles may be purchased. Faculty members should keep this in mind in selecting new books and in making assignments. One book must be removed from the stacks before another can be added. Therefore, only single copies may be in the stacks to assure the availability of the greatest number of titles.

RESERVE BOOKS

Books will be placed on reserve in keeping with instructions from faculty members. The staff requests that it be notified when the books are no longer needed for reserve so the items may be returned to the stacks for regular circulation. All faculty members are requested to show Identification Cards when checking out materials. Identification cards may be secured from University Publications in the basement of Sandefer Memorial. If a faculty member wishes another to check out materials in his name, the instructor should give that one his I.D. card so the library staff can honor his wish without question.

MEDIA CENTER

PURPOSE

The Media Center is a subunit of the main library; as such, it is to be used in conjunction with the materials located in all University Libraries. The software and hardware located in the Media Center is to be used by faculty members, staff members, and students. Effective use of software can enhance the teaching in many courses.

HOURS OPEN

The Media Center, located in Abilene Hall - rooms 104 and 106, is open from 7:45 a.m. to 12:00 noon and from 1:00 p.m. to 5:00 p.m. (Fall and spring semester hours).

PROCEDURES

The equipment is stored and serviced by Media Center personnel.

The Media Center facilities, hardware, and software should be reserved as early as possible to avoid conflict in scheduling. If not already reserved by someone else, the Media Center and equipment may be used at anytime. Reservations may be made either by telephone or in person.

Media personnel will deliver equipment when necessary; however, when possible, rooms 104 and 106 should be utilized before taking equipment from the Media Center. If it is desirable, Media personnel will pickup and return the equipment to the Media Center.

Equipment and facilities must be charged out to an instructor or to a student when requested by an instructor. The sign out card should indicate the person using the equipment, the equipment being used, the times it will be used, and where it will be used.

Media personnel will assist those who use equipment when help is needed.

AVAILABLE HARDWARE

- Cassette Tape Duplicator
- 16 mm Projectors
- 8 mm Projectors
- Filmstrip Projectors
- Slide Projectors
- Overhead Projectors
- Filmloop Player
- Slide Maker
- Opaque Projectors
- Tape Recorders
- Cassette Tape Recorder Players
- Record Players
- Record Sound Filmstrip Projectors
- Cassette Sound Filmstrip Projector

MATERIALS PRODUCTION EQUIPMENT

Dry Mount and Laminating Press   Thermofax Copier

PREPARATION OF INSTRUCTIONAL MATERIALS

Personnel are provided to assist the faculty and students in the production of materials for classroom use. An art student is assigned to the Media Center to help in the production of posters, graphs, and other related materials to be used on campus.

The Center has a cassette duplicator which can be utilized by faculty, staff, and students.

The Center has a collection of transparency masters.

The Center has hardware for laminating, for making transparencies, for making spirit masters and for making slides.

Minimal charges are made for some services:

Cassette and reel tapes
Transparencies and spirit masters
Laminating and dry mounting

SOFTWARE AND SOFTWARE RENTAL

There are a number of films, filmstrips, and media kits stored in the Media Center for classroom use by faculty and students.

Some films may be obtained from Abilene Public Library and the two other college libraries.

Additional film may be obtained from Region XIV Service Center on a rental basis.

SERVICES OF REGION XIV EDUCATION CENTER

The Service Center has films. (Media personnel will pickup and return film.)

The Service Center can make rapid reproductions of tapes.

The Service Center can produce and duplicate slides.

The Service Center has a collection of transparency masters.

The Service Center can provide some consultation services to individuals and departments.

USE OF PHYSICAL FACILITIES

It is the policy of the university to make buildings and facilities available for the local community and other constituents. Various outside events which are in keeping with the philosophy and objectives of the university are held on campus from time to time. Projects which enhance the educational, cultural, and spiritual program of the university may be scheduled as space is available. Requests from outside groups must be cleared through the office of the Executive Vice President and are channeled to the area concerned as follows:

Athletic Facilities	Head, Department of Physical Education, Extension 619
Behrens Chapel	Executive Vice President Extension 311
Carl Myers Rodeo Arena	Executive Vice President
Classrooms	Vice President for Academic Affairs, Extension 318
Cowboy Band Hall	School of Music, Extension 516
Mabee Hall (ROTC)	Professor of Military Science Extension 717 and/or Vice President for Academic Affairs
Moody Center	Director of the Moody Center Extension 316
Residence Hall Facilities (for large groups)	Vice President for Student Affairs, Extension 611
Residence Hall Guest Rooms	Assistant Dean for Student Affairs, Extension 611
Rose Field House	Head, Department of Physical Education, Extension 619
Sid Richardson Science Center	Chairman, Division of Science, Extension 674
Olsen Lecture Hall	Extension 674
Watts Colloquium Room	Extension 674
Van Ellis Theatre	Executive Vice President, Ext. 311
Woodward-Dellis Recital Hall	School of Music, Extension 516

Behrens Chapel and/or Van Ellis Theatre: All reservations for the Behrens Chapel or the Van Ellis Theatre should be directed to the Executive Vice President's Office. Since the university calendar is tightly scheduled, all requests should be made as early as possible, and the staging request form must be filled out and submitted to the Executive Vice President's Office no later than one week prior to the event.

CLASSROOMS

All classrooms for regular courses are assigned through the office of the Vice President for Academic Affairs.

CLUBS AND ORGANIZATIONS

Student organizations may be assigned temporary office space not occupied or needed for faculty as long as space is available. Student organizations are to assume that such occupancy is allowed until such time as the office is needed for faculty or administration.

FACULTY LOUNGE

A comfortable lounge is provided on the second floor of the Moody Center. A soft drink machine is provided; coffee is also available. Regular or called meetings are not to take place in the faculty lounge.

ASSIGNMENT OF OFFICE SPACE

Office assignment for faculty are made by the Vice President for Academic Affairs in consultation with the department head.

BOOKSTORE

The Bookstore is primarily for service to the student body and faculty. Your cooperation in assisting the bookstore manager in ordering textbooks and reference books for your class is requested. (Textbook purchasing procedures may be found on page III-14. Office supplies are available at the Bookstore and may be purchased by completing an Inter-Departmental Order Form.

TEXTBOOK ORDERS

A copy of the Book Order Form will be forwarded to the chairman of each academic department under cover letter from the Bookstore in sufficient numbers for each professor. It should be typed and signed by both the instructor and the department chairman and returned to the Bookstore on the date indicated on the letter to the chairman.

Book orders should be carefully checked to ascertain that information is correct. A catalogue of books in print is located in both the Bookstore and the Library; if in doubt as to the information, please check these catalogues. Please state when you expect to use the book again (semester and year). Make sure you order the workbook, answer book, etc., to go with the textbook. Please type your order. Order for only one semester at a time. Telephone orders are not acceptable. Be **exact** about the title, author, publisher, edition, and volume. Specify if paperback or hardback.

The lead times required to obtain textbooks from publishers are increasing. Therefore, in order to be certain of availability when required, it is imperative that book orders be submitted to the Bookstore in accordance with the following schedule:

Fall order - first week of June
Spring order - second week of October
Summer order - first week of April

All new faculty members should order textbooks as soon as possible after signing a contract.

Textbook orders will be forwarded by the Bookstore within one to ten days. Inventory of books on hand will be completed before the order is placed. Students must be required to purchase books as ordered.

The Bookstore cannot order desk copies; however, forms are available for this purpose.

FLOWER FUND AND REMEMBRANCES

Flowers for ill and bereaved members of the university family are not to be charged to departmental budgets. Faculty and staff members are asked to notify the office of the Executive Vice President when illnesses and deaths occur. A special budget is provided for this purpose.

PLACEMENT OF POSTERS AND PRINTED ANNOUNCEMENTS

All printed posters, announcements. etc., should be placed on appropriate bulletin boards after clearance with the Student Affairs Office and the person in charge of each individual building. Posters, printed materials, etc., should not be attached to walls, glass, or paneling, owing to the fact that the tape often removes paint or the natural surface. We urge all personnel to cooperate in trying to keep our campus as tidy and well-groomed as possible. If posters, etc., are found to be in violation of this policy, university personnel are authorized to remove them immediately.

KEYS

Keys to offices and buildings are controlled by the Business Manager. Students are not issued keys to faculty offices or to buildings without proper authorization from the Vice President for Student Affairs.

SOLICITING ON CAMPUS

Outside vendors or representatives must have clearance from Vice President for Student Affairs to solicit in the residence halls or administrative buildings.

CAFETERIA SERVICE

The cafeteria is located in Moody Center and the food service is catered by Saga Food Service, Inc. Faculty are invited to eat in the cafeteria and may purchase meal tickets from the director. For the past few years Saga has offered a special faculty buffet luncheon in Room 208, Moody Center, on Tuesdays.

Catering service is available for special luncheons, departmental workshops, etc. Arrangements for such services are made through regular requisitioning procedures with the office of the Director of Moody Center. Requests for meals or refreshments must be approved in advance.

MAIL SERVICE

Post Office Sub-station. The university post office sub-station is located in Moody Center. All regular post office services are available. Individual boxes are available to both faculty and students. The station provides for both on-campus and off-campus mail service.

Inter-office Mail. Inter-office mail delivery is a service of University Publications. Mail is picked up and delivered to each office once each day. Inter-office envelopes are provided for this purpose. Printed announcements of a general nature are also distributed through the inter-office mail. Delivery of large articles such as books and the general distribution of non-university materials are discouraged.

MOODY CENTER

Conference rooms for committee and/or departmental meetings are available in Moody Center. Reservations for use of the facilities are made through the director's office. Normally expenses for departmental activities such as workshops, institutes, or conferences are budgeted each year. The departments concerned may reserve adequate space in buildings such as the Moody Center. Other facilities of the Center include a snack bar, game room, faculty lounge, post office, bookstore, cafeteria, bowling lanes, and banquet rooms. (See also "Special Events", page III-16.)

ATHLETIC FACILITIES

Rose Field House, Marston Gymnasium, the bowling lanes, and the practice field are open to faculty for their leisure and recreation. Organized activities are often available.

TENNIS CENTER POLICY

The Hardin-Simmons University Tennis Center is a private facility, built for use by the students, faculty, and staff of Hardin-Simmons University.

Priority use is for the instructional tennis classes, the schedule arranged by the Chairman of the Physical Education Department.

Both men's and women's athletic programs will utilize the courts in the late afternoon, year around, at regular times.

Courts will be designated and time will be scheduled for intramural and recreational activities.

Usage of the courts by outside groups will be allowed, but only if there is no conflict with the instructional, intramural, athletic, or recreational programs of the university. Coordination of court usage by outside groups will be through both the departments of Physical Education and Athletics.

TENNIS COURT REGULATIONS

This is a private tennis facility, designed for use by Hardin-Simmons University personnel.

A one-hour limit is enforced, especially on days of heavy traffic.

Be considerate of others and the maintenance of the courts by observing the following regulations:

Dispense with gum, candy, tobacco, and other trash upon entering courts.

Use only tennis shoes on the surface of the courts.

Refrain from striking courts or nets with rackets.

Keep court-access gates closed at all times.

Refrain from leaning on nets and wind screens.

Control foul language.

SECURITY AND FIRE PROTECTION

The university has a campus policeman during the working day and patrolmen after working hours. The campus patrolmen have available radio contact with the city police to call for help in an emergency.

Fire protection is furnished by the city and may be reached by dialing off campus 677-7251. The university complies with the city and state fire code by having hand fire fighting equipment available in each building for emergencies.

It is requested that faculty members report all fire and safety hazards to the Security Officer, Mr. Don Bridges.

SMOKING

Hardin-Simmons University has always discouraged smoking. Smoking is prohibited in all classes, classroom buildings, Behrens Chapel, the cafeteria, the rodeo barn, Rose Field House, Sandefer Memorial, the Van Ellis Theatre complex, and the Woodward-Dellis Recital Hall. Recent pronouncements by the Surgeon General concerning the health hazards involved plus the right of the non-smoker to be protected give support to the continuance of the above stated policy. All administrators and faculty members are expected to cooperate fully.

SAFETY POLICY

This will establish for the university the safety policy for the protection of life and property, and for the maintenance of a healthful environment conducive to the accomplishment of the goals of the university.

The responsibility for the administration of the university's safety program is assigned to the University Safety Officer. The President has appointed the Director of Physical Properties as the University Safety Officer. In this capacity, he reports to the Vice President for Business Affairs. However, the implementation of the safety policy is the responsibility of faculty, staff, students, and other individuals associated with the university.

The University Safety Committee, appointed from the academic, administrative and service organizations within the university, shall serve in an advisory and consultative capacity to the University's Safety Officer.

The university shall endeavor to comply with the intent of appropriate Federal and State legislation, including the Federal Occupational Safety and Health Act of 1970, Texas Occupation Safety Act of 1967, Texas Radiation Control Act of 1961, U.S. Atomic Energy Act of 1954, Texas Workmen's Compensation Act, and future Federal and State laws or acts which may relate to the university's safety program. These acts along with supporting guides, rules and procedures issued by the University Safety Officer will provide the necessary standards under which the university will conduct its safety program.

UNIVERSITY PUBLICATIONS

University Publications is a moderately-sized offset printing shop located in the basement of Sandefer Memorial Building. It is one of the best-equipped facilities of its kind in the area. All university printing originates in Publications which is equipped to handle most normal copying, duplicating, and printing needs as well as related services. Printing which requires more extensive work is jobbed out on a competitive basis to commercial firms, but as much university work as possible is handled within the Publications Office.

Work done in Publications on faculty classroom materials and related needs is charged to departmental budgets on a monthly basis. Personal work is charged to the individual at commercial rates and is done subject to scheduling of university printing.

University Publications offers several related services other than printing.

Copy Machine. A Xerox copier is available for short runs of up to 15 copies. Personal work should be done on the coin-operated machine in the Library except for copies of long runs such as theses, dissertations, and reports. Publications maintains a supply of 100% rag paper for this purpose. This type of work is done during hours when the machine is not subject to heavy use for university materials.

U.S. Mail. University Publications is responsible for U.S. Mail for Hardin-Simmons University which is posted on the postage meter or entrusted to Publications for delivery to the Main Post Office. Mail boxes are provided in central locations for the deposit of mail to be metered and for pre-stamped mail. An afternoon pickup is made at each box and all mail is posted and delivered to the post office daily. Postage is charged to departmental budgets according to the return address on envelopes. Personal mail cannot be metered unless prior arrangements are made.

Bulk and Promotional Mailings. Mailings of this type are done in University Publications subject to postal regulations and permit limitations.

Identification Cards. I.D. cards for faculty, staff, and their spouses are made in the Publications Office during or within a few days of a registration period.

Typing Services. Publications personnel can do typing for faculty members on an emergency basis when necessary, but because of the time and personnel that would be involved, it is not practical to offer this service routinely. As a rule, Publications cannot do typing on a regular basis for faculty as a commercial undertaking.

Printing Services. Printing and duplicating is done on offset equipment. Two systems are available: quick copy and quality printing. Quick Copy printing is inexpensive reproduction by direct image process from typed or handwritten copy. Copy to be duplicated should be submitted typed or neatly handwritten in black ink positioned on the paper as it should appear on the finished copy. For routine jobs of this nature such as class materials, examination papers, *etc*., a day's time is usually sufficient. For printing requiring better quality reproduction or longer runs the more durable system is used. Negatives and plates are made from the original copy and reproduced. These permanent plates may be filed in the Publications office for reprint. When using this system of reproduction, the copy may be typeset on IBM Composing equipment available in Publications. This cold-composition resembles the differentially-spaced type used in textbooks. Pictures may be reproduced in this system as halftones, such as pictures in magazines. An additional charge is made for printing in a color other than black, or for the printing of a color in addition to black.

Printing facilities are available to departments and administration on a nonpriority basis unless specific need dictates otherwise. Publications tries to maintain reasonable security for confidential material and examination papers. Examination papers are kept in a large combination-lock safe and are not distributed to unauthorized persons. Paper masters and unusable copies of confidential materials and test papers are returned with the originals and printed copies when they are picked up from Publications.

Printing facilities available to faculty include:

Offset presses - for printing quick copy 8½" x 5½" to 8½" x 14"
for negatives and plates 3½" x 5½" to 11" x 17"
(also envelopes)

Darkroom - for line shots, halftones, and positive contacts - no enlargements of commercial negatives

Typesetting - IBM Coldtype Composer, Varityper Headliner (photo-composition)

Bindery facilities - Folding machine for sizes up to 11" x 17"
Inserting machine for stuffing envelopes
Postage meter for posting and sealing envelopes
Collating for letter size pages, up to 12 pages at a time
Saddle Stitcher - for stapling books
Plastic punch and spiral binder - for spiral binding reports, papers, etc.
Padding press - for making pads or personalized desk pads
Poster machine - handset type for single posters - not used for multiple printings

All Departments are requested to work with the Director of Public Relations/Information in designing and developing departmental brochures, programs, and printed materials. Most of the printed materials can be printed on the campus by University Publications.

University Publications welcomes your suggestions and will make every effort to serve the needs of the Hardin-Simmons University faculty. Faculty members are invited to visit the University Publications Office at any time.

ORGANIZATION FOR FACULTY WIVES

The Round Table is an organization whose membership is made up of the wives of all full-time faculty and staff. Its purpose is to study, to co-operate with Hardin-Simmons University in the promotion of school activities, and to foster friendship among club members.

UNIVERSITY WOMEN'S CLUB

The purpose of the organization shall be to unify and support the social and educational interests of the women of the faculty and staff and to be of service to the university.

FACULTY-STUDENT RESPONSIBILITIES AND RELATIONSHIPS

ACADEMIC STANDARDS AND PROCEDURES

COMPUTATION OF GRADE POINT AVERAGE

Hardin-Simmons University operates on the four point system. Academic standards are based on semester hours ATTEMPTED and classifications are based on semester hours COMPLETED.

The following example is a typical freshman load and shows how the Grade Point Average is calculated:

Course	Semester Hours Attempted	Semester Hours Completed	Times	Grade =	Quality Points
English 101	3	3	X	C (2) =	6
History 100	3	3	X	D (1) =	3
Bible 100	3	3	X	A (4) =	12
Biology 105	4	4	X	B (3) =	12
Phy Educ 113	1*	0	X	F (0) =	0
Mil Sci 101	1	1	X	D (1) =	1
Total	15	14			34

*Note: The physical education course was attempted. (Thirty-four quality points divided by fifteen semester hours attempted equals a Grade Point Average of 2.26.)

For every semester hour of D a student receives, he must achieve an hour of B to equal the 2.0, or C, average. For every semester hour of F a student receives, he must achieve an hour of A to equal the 2.0, or C, average.

Since the Grade Point Average is calculated from ALL college work, whether work was done at Hardin-Simmons or at another college, it becomes increasingly difficult to raise a Grade Point Average as additional (new) hours are attempted. We have learned that most students who have academic difficulty can trace their problems to low grades in their freshman year since a grade of F counts as hours attempted but NOT as hours completed, and since a D grade must be balanced with a grade of B.

Repeats. If a course is repeated, the later grade is calculated into the over-all average. Repeated courses are counted only once in the over-all Grade Point Average. Students repeating courses for the second time must have written permission from the Department concerned and the Vice President for Academic Affairs.

Courses attempted at Hardin-Simmons University must be repeated on the H-SU campus.

Academic Probation. A student who does not maintain the minimum Grade Point Average for his hours ATTEMPTED is placed on Academic Probation. He is allowed ONE SEMESTER ONLY to remove the Academic Probation by raising his Grade Point Average to the minimum requirement or he is suspended from the university for a minimum of one semester. A summer session does NOT satisfy the penalty of one semester of suspension.

Both Academic Probation and Academic Suspension become a part of the student's permanent college record. Upon graduation negative remarks such as "admitted on probation, continued on probation, probation, and academic suspension" are deleted from the student's permanent record (Faculty Action, January 29, 1975).

A student on Academic Probation is not eligible to hold a scholarship or grant-in-aid and is subject to university policy limiting his extra curricular activities as defined in the University Bulletin.

FOREIGN STUDENTS

The Executive Vice President is responsible for processing admission credentials for foreign students. He also serves as a liaison officer between the university and immigration authorities. All matters relating to foreign students should be cleared through his office.

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP) FOR CREDIT

Hardin-Simmons University participates in the College-Level Examination Program as administered by the College Entrance Examination Board. The University Bulletin describes these programs. A detailed list of courses and course numbers for which credit is given appears in Table 6.1.

PROGRESS REPORTS

During the fall and spring semesters, progress reports are mailed at the end of the first six weeks to parents of all freshmen under the age of eighteen. Reports are made to parents of all other students under the age of eighteen who are making below the grade of C at the end of the first six weeks. No letter grade will be indicated on the report; satisfactory, unsatisfactory, or borderline will be noted. In addition, excessive absences will be indicated.

REPORTS OF GRADES AT THE END OF THE SEMESTER

Grades cannot be processed by the Computer Center until all grades have been reported to the Registrar's Office. Faculty should turn in their grades as soon as possible after the semester ends. If finals end on Thursday, grades should be in the Registrar's Office no later than the following Monday. If finals end on Saturday, grades should be in the Registrar's Office the following Tuesday.

Final grades are reported on the Permanent Class Roll which are a part of the university archives. Excessive absences and reasons for Incompletes should always be documented on the instructor's permanent grade sheet. The Permanent Class Roll is the final authority when questions or discrepancies arise.

Table 6.1

CREDIT BY EXAMINATION

Fall 1975

H-SU COURSE NUMBER	CREDIT HOURS	TYPE OF EXAMINATION	FORM OR NAME OF EXAMINATION	REQUIRED SCORE
Accounting 211,212	6	CLEP—Subject	Introduction to Accounting	50th percentile
Biology 100 or 105	4	Advanced Placement	Biology	3
Biology 100 or 105	4	CLEP—Subject	Biology	50th percentile
Biology 105	4	CLEP—General	Natural Sciences	50th percentile
Chemistry 107, 108	8	Advanced Placement	Chemistry	3
Chemistry 107, 108	8	CLEP—Subject	General Chemistry	50th percentile
Economics 231	3	CLEP—Subject	Introductory Macroeconomics	50th percentile
Economics 232	3	CLEP—Subject	Introductory Microeconomics	50th percentile
Economics 231, 232	6	CLEP—Subject	Introductory Macro-Microeconomics	50th percentile
Economics 332	3	CLEP—Subject	Money and Banking	50th percentile
English 101*	3*	CLEP—Subject	English Composition	50th percentile
English 101, 102	6	Advanced Placement	English	3
English 102*	3*	CLEP—Subject	Analysis and Interpretation of Literature	50th percentile
English 213	3*	CLEP—Subject	English Literature	50th percentile
English 223	3*	CLEP—Subject	American Literature	50th percentile
Geology 100 or 105	4	CLEP—Subject	Geology	50th percentile
History 100, 101	6	Advanced Placement	American History	3
History 100, 101	6	CLEP—Subject	American History	50th percentile
History 200, 201	6	CLEP—Subject	Western Civilization	50th percentile
History 201	3	Advanced Placement	European History	3
Management 450	3	CLEP—Subject	Introductory Business Law	50th percentile
Marketing 361	3	CLEP—Subject	Introductory Marketing	50th percentile
Mathematics 103	3	CLEP—General	Mathematics	50th percentile
Mathematics 110	3	CLEP—Subject	College Algebra	50th percentile
Mathematics 111	3	CLEP—Subject	Trigonometry	50th percentile
Mathematics 120	4	Advanced Placement	Calculus AB	3
Mathematics 120	4	CLEP—Subject	Calculus with Analytic Geometry	50th percentile
Mathematics 120, 121	8	Advanced Placement	Calculus BC	3
Mathematics 312	3	CLEP—Subject	Statistics	50th percentile
Music Theory 101, 103, 105**	4**	Advanced Placement	Music	3
Music Theory 102, 104, 106**	4**	Advanced Placement	Music	3
Music Literature 201, 202**	4**	Advanced Placement	Music	3
Physical Science 105	4	CLEP—General	Natural Sciences	50th percentile
Physics 100, 101	8	Advanced Placement	Physics B	3
Political Science 100	3	CLEP—Subject	American Government	50th percentile
Psychology 101	3	CLEP—Subject	General Psychology	50th percentile
Psychology 200	3	CLEP—Subject	Human Growth and Development	50th percentile
Sociology 100	3	CLEP—Subject	Introductory Sociology	50th percentile
Special Education 306	3	CLEP—Subject	Educational Psychology	50th percentile
Special Education 341	3	CLEP—Subject	Tests and Measurements	50th percentile

*To be awarded credit, the student must write an acceptable essay on the optional section of the examination.

**Amount of credit and courses for which credit is granted to be determined after interview by music faculty.

CLASS ATTENDANCE AND ABSENCES

One of the advantages of a smaller private institution is the opportunity for closer attention to the individual student's academic progress. In such a climate, faculty members naturally will assume a responsibility toward the individual student and his welfare and will exercise due care to determine causes of absences and counsel with students concerning them. In order to facilitate this procedure, faculty members should keep accurate records of attendance of students. Since absences are counted from the first class session, students entering class late will already have missed some class sessions and the work should be made up just as in any other type of absence.

To earn credit in a course the student must be present for at least two-thirds of the class sessions.

When, in the judgment of the instructor, a student has been absent to such an extent as to impair his standing relative to credit for the course, the Vice President for Academic Affairs may, upon the recommendation of the instructor, drop the student from the course. Unless otherwise agreed, the grade will be recorded as "F."

CHANGE OF GRADES

When an instructor finds it necessary to change a grade for a student, he must file a change of grade card in the Registrar's Office. The instructor must clearly state the reason for the change and sign the card. The card is filed in the student's permanent record file after the correction has been made on the transcript.

Incompletes: A student who has substantially completed a course but lacks certain essentials of performance owing to circumstances beyond his control, may be given a grade of I. Please refer to the current University Bulletin for an explanation of this policy.

ACADEMIC ADVISING AND DEGREE PLANS

A student entering Hardin-Simmons University for the first time is assigned to an academic advisor who is a regular member of the university faculty. The role of the academic advisor is:

1. To give the beginning student proper orientation to college work.
2. To serve in the capacity of guide and consultant to the student as he proceeds with his work.
3. To work up a degree plan consistent with catalogue regulations.
4. To evaluate and follow the student's progress.
5. To serve as a personal counselor to the student when needs arise.

It is the responsibility of the department head to assign to the faculty within his department those students who are departmental majors. The department head should distribute the majors in an equitable manner.

ACADEMIC ADVISING AND REGISTRATION

The following procedures for academic advising and registration were adopted on January 19, 1973:

1. Each student will be assigned by the admissions office to an individual faculty advisor from the division or department of his major field, or to the "undecided" committee of advisors.

2. A complete file of admission papers, grade reports, etc., must be sent to each student's assigned advisor or to the chairman of the "undecided" committee. No faculty advisor can sign a student's advisor's card without this profile of information.

3. A master card list of these students and the names of their advisors will be assembled for the registrar as each is approved by the admissions office. A published list should be posted on all major bulletin boards prior to date of registration.

4. In case of a change in major, the records can be transferred directly in a sealed envelope from the "undecided" committee, or from one division office to another after calling the registrar to note the change of advisor.

5. An advisor's card, with a complete list of recommended classes, must be signed and presented to the registrar before a registration packet can be issued. These cards will be available at all division offices, the registrar's office, or from each individual professor.

6. After meeting with his advisor and getting his signature on a schedule of recommended classes, the student proceeds to Mabee Hall to pick up his official registration packet. The advisor's card is then added to his packet and becomes an official authorization for the issuance of class cards by any division or departmental representative in the registration line. During registration Sid Richardson Science Center will be open for free access to all faculty. This will allow faculty to be in private offices or in SRSC during the actual registration periods as deemed necessary by the Division Chairman.

7. Sections of any class can be changed freely during registration, but any changes in the course contents or the advisor's card must be approved by the advisor or departmental chairmen concerned and initialed properly before official class cards can be issued. All "repeat" courses must be indicated on the advisor's card and should not be changed.

8. After all official class cards have been issued in accordance with the advisor's card, the student can then fill out his official registrar's card; return to the authorized division or departmental representative in his major field (or "undecided" representative), where his advisor's card

and registrar's card will be checked; then his advisor's name will be signed on the registrar's card and initialed by the division or departmental representative; and his advisor's card will then be picked up by this representative and kept by the divisional office or chairman of the "undecided" committee.

The student has now completed registration and is ready for checkout. A copy of his grades will be sent to his individual advisor (as recorded on his official registrar's card) at the end of the semester and will become the basis for advising the following semester. The advisor's card, if retained in the divisional office, then becomes a valuable source of information on schedules, addresses, phone numbers, etc.

CHAPEL-ASSEMBLY POLICY

All undergraduate students are expected to attend chapel and assembly programs throughout their college career and must meet the minimum attendance requirement for graduation. The minimum requirements are:

1. Each student must earn four (4) semesters credit for chapel and assembly as a graduation requirement. A student transferring to H-SU must earn chapel and assembly credit during 50% of the semesters in attendance at H-SU beginning with his initial enrollment. A student will register for chapel-assembly at the beginning of each semester and will receive his seat assignment at that time. A student attending night classes only is exempt from chapel-assembly for each semester he is a night student only. Should he become a day student, he must attend chapel-assembly for 50% of the semesters in which he is enrolled in day classes.

2. A student must earn credit during four (4) consecutive semesters beginning with the freshman year or during the first semester in attendance for a transfer student.

3. Exceptions for attendance during the freshman or sophomore year can be obtained only by written petition from the Vice President for Student Affairs. A student exempted from a semester's attendance must still meet the four semester requirement by attendance during the following semester(s).

4. Credit will be given on a credit/no-credit basis with satisfactory attendance as the criterion. A student must attend 80% of all chapel and assembly programs. This means attending 24 of the 30 programs each semester. A student who fails to meet the attendance requirements for any given semester receives no credit for that semester and will be required to repeat it. Students will be notified of credit or no-credit on their grade reports. Credit or no-credit will be recorded on the student's transcript.

5. Chapel and assembly records for past years will be used to implement the program. Those students presently in attendance who have completed the four semester requirement will be given credit. However, those students who have been excused for various reasons will still have to complete the four (4) semesters attendance requirement.

6. In cases where unavoidable conflicts occur, the graduation requirement may be altered upon written appeal to the Academic Committee. One alternative would be to take one Bible course beyond the courses required for graduation for each semester of required chapel that the student has not attended.

Note: Office Hours. Because the university considers chapel attendance to be an integral part of the campus experience for the entire university family, all facilities will remain closed during chapel programs (normally Tuesday) and all special emphasis weeks which include the Staley Christian Scholar Lectures, the Campus Revival, and the Cornerstone Series. The university library will be open for use during the assembly period (normally Thursday) for the benefit of persons needing the use of this facility during this hour. Moody Center will remain closed during both chapel and assembly.

EVALUATION OF TRANSCRIPTS

The Registrar is responsible for the evaluation of all transcripts with reference to the completion of requirements for various degree programs. The Registrar consults with department chairmen when questions arise. A library of college catalogues is maintained in the Registrar's Office for the purpose of facilitating such evaluations.

STANDARDS OF INSTRUCTION

CLASS SCHEDULES, DEVELOPMENT OF

Departmental schedules are submitted by the department head through the division chairman to the Vice President for Academic Affairs. The Vice President for Academic Affairs coordinates the schedule and supervises its preparation.

CORRESPONDENCE AND EXTENSION WORK

Correspondence: New teachers should inform themselves with regard to course offerings by correspondence. This is especially true of courses offered in their academic area. Those offering courses by correspondence should grade and return all lessons promptly. They should notify the Director of the Division of Extension Services that the enrollee is eligible to take the final examination. This examination should also be graded promptly. The final examination for correspondence courses is not returned to the enrollee. It should be kept for a period of time in case any misunderstanding should arise as to the grade in the course. It is necessary for texts and lessons for correspondence courses to be updated regularly. Alternate final examinations should be provided.

All instructors who offer course work by correspondence should include with the lessons specific directions (relative to such matters as return of lessons, scheduling the final examination, etc.) which they wish to be followed.

Extension Classes: Hardin-Simmons University regularly offers a limited amount of work through extension classes. Individuals who request to teach such classes or who are assigned the responsibility should confer with the Director of the Division of Extension Services with regard to policies.

CONFERENCE COURSES

Definition. A conference course shall be defined as a course offered on the undergraduate level, designed for, and offered in, the regular curriculum, but offered on appointment basis by an instructor to one or more students in addition to his normal load.

This definition does not include projects courses, theses, internships, seminars, directed individual study courses, practice teaching, or private lessons in music.

Guidelines.

1. No conference course may be offered as such during a semester when its catalogue counterpart is being offered.

2. Any conference course offered will contain, insofar as possible, the same material, requirements, assignments, and number of class meetings -- or the fair and regular equivalent -- as are required for a regular offering in the classroom.

3. In order to take a conference course, a student must have the signed approval of the instructor, chairman of the department, and the Vice President for Academic Affairs.

4. Conference courses will be offered sparingly and only as emergency dictates.

5. No monetary remuneration for conference courses will be made to the instructor beyond his regular contractual agreements with the university.

6. The instructor of a conference course must submit to the Vice President for Academic Affairs a written syllabus for the course.

Adopted by Faculty, September 23, 1971

DISMISSAL OF CLASSES FOR SPECIAL EVENTS

Classes are not dismissed except as announced by the President or the Vice President for Academic Affairs.

ADMISSION TO CLASS AND CLASS ROSTER

On the first class day following registration a printout of the faculty member's class roster is sent out. The faculty member should:

1. Check each name to see that all students in class are officially registered.

2. Determine if the student is registered correctly, with the proper classification, etc.

3. Contact the Registrar's Office if a student's name is not on the list.

After enrollment closes for the semester, a final class roster will be delivered to faculty member. Please follow instructions on the printout.

At the end of the first six weeks the faculty member will receive an official class roster. He should then make a final check to correct any errors which still persist. The roster is forwarded to the Registrar's Office for additional checking.

The Computer Center prints the final classroll and returns it to the faculty member at the beginning of final examination week. This instrument becomes the permanent class roll on which final grades are reported at the end of the semester.

FINAL EXAMINATIONS OUT OF SCHEDULE

The administering of any final examination out of schedule must have the approval of the Vice President for Academic Affairs. Final Examinations Schedules are published early in the semester. It is the responsibility of the student to arrange his own schedule (travel, employment, etc.) around the published schedule for examinations. Please do not suggest an exception unless a bona fide emergency exists.

CLASS SIZE

The enrollments of all courses are subject to review at the end of registration day during both the summer terms and the long terms. During a long term classes of fewer than five students must have some justifiable reason for existence.

The summer contract carries the following statement:

> This contract presupposes that a minimum of eight (8) students will register for a three-semester hour course; or, a total of at least 16 students in two three-semester hour courses.

It is the responsibility of the Vice President for Academic Affairs to cancel classes which do not materialize and to adjust contracts accordingly.

Department chairmen should keep this rule in mind when scheduling courses for the summer. Advisors should keep it in mind when helping students plan degree programs.

DEGREE PLANS

A student must have a degree plan on file in the Registrar's Office by the time he has accumulated seventy-five semester hours. (The Vice President for Academic Affairs notifies the student by letter that he must have a degree plan on file prior to the next registration period after he has earned seventy-five hours.)

The student should consult with his advisor. The advisor:

1. Prepares a degree plan showing all academic foundation courses and courses required for the major.

2. Refers the degree plan to the department head of the minor field(s) for the inclusion of the minor requirements.

The advisor for the minor area returns the degree plan to the major advisor where it is approved and signed by the student. All copies of the degree plan are forwarded to the Registrar's Office for auditing. The original copy is filed in the student's permanent file and copies are distributed by the advisor to the student and the minor area(s) concerned.

Check List for Degree Plans. The degree plan must:

1. Meet catalogue regulations as to major and minor area requirements.

2. Have at least 42 advanced hours.

3. Have a minimum of 124 semester hours.

4. Meet the minimum requirements in the academic foundation courses.

5. Meet the minimum residence requirement of 30 semester hours regardless of the number of hours transferred to Hardin-Simmons University.

Substitutions for Degree Requirements. Once the degree plan is on file, deviations in course requirements must be approved in writing. Exceptions to catalogue requirements must have administrative approval. Requests of this nature are usually made by the student's advisor, through the division head, to the Vice President for Academic Affairs, to the Academic Committee.

A student has the privilege of choosing:

1. The degree requirements in effect at the time he matriculates.
2. A degree program of a later date.

He may not combine two programs.

INTER-COLLEGE ENROLLMENT

Students registered at H-SU may take a course or courses at Abilene Christian College or McMurry College. Inter-College Enrollment forms are available in the Registrar's Office; instructions for enrollment are printed on the form.

PERMIT FOR NON-RESIDENCE WORK

Students who wish to do work at other institutions (outside of the city) for transfer back to Hardin-Simmons University should be advised to have a Permit for Non-Residence Work approved prior to their enrollment at the other institutions.

Approvals for such courses are handled as follows:

1. The student picks up "Permit for Non-Residence Work" from the Registrar's Office.
2. He secures the signature of
   - a. his advisor
   - b. department head of the area in which the course is taken
3. The student then takes the signed form to the Vice President for Academic Affairs for his approval.
4. After securing the approval of the Vice President for Academic Affairs, the Registrar processes the form.

CLASS PERIODS AND ACADEMIC CALENDAR

The Southern Association of Colleges and Schools has advised that a semester should have a minimum of 15 weeks exclusive of final examinations and vacations. Within this 15-week period it is expected that a normal academic load should be 15 semester hours and a class receiving 3 semester hours credit would meet for 3 class periods weekly. Fifty minutes is considered the minimum length. The summer session should also have the same number of meetings as during the regular year.

Accordingly, Hardin-Simmons University classes during the fall and spring semesters are fifty minutes in length on the Monday, Wednesday, and Friday schedule; classes on the Tuesday-Thursday schedule meet for one hour and fifteen minutes. The class period schedule is

MONDAY, WEDNESDAY, FRIDAY

Morning	Afternoon
8:00 - 8:50	12:00 - 12:50
9:00 - 9:50	1:00 - 1:50
10:00 -10:50	2:00 - 2:50
11:00 -11:50	3:00 - 3:50

MONDAY, TUESDAY, OR THURSDAY EVENING

6:00 - 8:45 p.m. or 6:30 - 9:15 p.m.

TUESDAY, THURSDAY

8:00 - 9:15	1:00 - 2:15
*9:30 -10:15 Tu. (Chapel)	2:25 - 3:40
*9:30 -10:15 Th. (Assembly)	3:50 - 5:05
10:15 -10:45 (Break)	
10:45 -12:00	

EVENING COLLEGE SCHEDULE

5:55 - 7:10
7:20 - 8:35
8:45 -10:00

*No competing activities are to be scheduled during the chapel-assembly hour on Tuesday and Thursday.

Evening classes (advanced) normally meet two hours and forty-five minutes per week, one evening per week. If a break is allowed extra time must be added to the class period. Basic liberal arts courses taught for evening college students meet both Tuesday and Thursday evening.

CURRICULUM

CURRICULUM CHANGES

All curriculum changes must be approved by the department, division, Curriculum Committee, and the faculty. Instructions for submitting requests to the Curriculum Committee are:

1. Following a printed guide (Proposal For A New Course Or A Change In A Course) distributed by the chairman of the Curriculum Committee, type and reproduce information pertinent to all course

changes and/or additions, including the details necessary for complete course description.

2. Duplicate sufficient copies for:
   All members of the department in session
   All members of the division in session
   All members of the Curriculum Committee in session (10)
   One file copy to be kept separate for signatures.

3. When proper approvals have been made through departmental and divisional chairmen, sufficient copies (including all signed copies) should be referred to the chairman of the Curriculum Committee (as indicated in Step 2).

4. The request will be reviewed and acted upon by the Curriculum Committee. (Departmental representatives will be invited to meet with the Committee at the appropriate time.)

5. Curricular matters are referred directly from the Curriculum Committee to the faculty. All curricular changes must have faculty approval before they are printed in the Bulletin or on the schedule.

Teacher Education Programs: Once a program has been accepted by the Curriculum Committee and the Teacher Education Council it must be reviewed by the Abilene Teacher Center and approved by the State Board of Education.

CATALOGUE CHANGES

The above statement describes the procedure for catalogue changes. The procedures for editing the catalogue are as follows:

1. Cut catalogue pages are sent through the division to the department head.

2. The department head corrects his material (cuts and pastes), proofs, and returns it to the division head.

3. The division head coordinates the accumulation of the original proof for his division and presents it to the Vice President for Academic Affairs.

4. The Vice President for Academic Affairs edits the material submitted and arranges printing details with the publisher.

5. The publisher supplies galley proof and paginated copy which is also read by the department head, the division chairman, and the Vice President for Academic Affairs.

GENERAL FACULTY RESPONSIBILITIES

Persons assigned to regular academic positions are expected to participate in pre-registration conferences, graduation exercises, formal convocations, faculty committees, and other responsibilities as may be assigned by the President or the Vice President for Academic Affairs.

Each faculty member is responsible for a knowledge of catalogue regulations. He should feel free to consult with his department head or the Vice President for Academic Affairs at any time regarding academic policy.

FACULTY LOAD FORMULA (EXCLUDES MUSIC) (Computed in Semester Hours)

The formula for computing faculty loads is currently under study by a faculty ad hoc committee.

One 4 semester-hour course	= 4 sem. hours
One 3 semester-hour course	= 3
One 2 semester-hour course	= 2
One 1 semester-hour course	= 1
One conference course	= 0
One thesis course	= 0
One laboratory contact hour (for three semester hour courses)	= ½
One hour PE activity course	= 1½

Administrative Responsibilities:	
Department head with one person in department	= 1
Department head with 2-3 people in department	= 2
Department head with 4 or more in department	= 3
Division chairman responsibilities	= 3
Supervision of Intramurals	= 3
Central Staging or Play Production	= 3

EXAMPLE:

Three lecture courses (3 sem. hrs. each)	= 9
Department head with 4 in department	= 3
Division chairman responsibilities	= 3
	15 sem. hours

Conference courses, a thesis course, or committee assignments are not computed in faculty load. Reduced loads are not made for individual research.

STUDENT TEACHING AND DIRECTED INTERNSHIP

The supervision of each two student teachers or those in internship courses is considered the equivalent of one semester hour.

COMMITTEE ASSIGNMENTS

Except for occasional ad hoc assignments, regular faculty members are assigned to no more than two standing committees.

FACULTY LOAD FORMULA - SCHOOL OF MUSIC

REGULAR CLASSES (Meeting at a regularly scheduled time each day in a classroom situation.)

1. A normal full load = 15 sem. hours
2. Or:
   1 - 4 semester hour course = 4
   (Example: 101-102 Theory = 1 hr. each
   103-104 Theory = 2 hrs. each
   105-106 Theory = 1 hr. each)
   1 - 3 semester hour course = 3
   1 - 2 semester hour course = 2
   1 - 1 semester hour course = 1

THESIS SUPERVISION OR CONFERENCE COURSES = N/C

STUDENT TEACHER SUPERVISION

1 student = ½
or
3 students = 1½

APPLIED MUSIC

1. Full load of applied music (private lessons) = 22½ Clock hrs. per week
   1 - 1 hour credit student (30 min. lesson) = 3/6 of an hour
   1 - 2 hour credit student = 5/6 of an hour
   (1-30 min. lesson plus an hour class with 2 other applied music students - so, each of 3 students gets 1/3 hour plus 1-30 min. private lesson or 5/6 of hour)
   1 - 3 hour credit student [2-30 min. private lessons plus 1 hour class with 2 other applied music students equals 1 hour and 20 minutes or 8/6 (of an hour)] = 8/6 of an hour
2. 1 hour of faculty load = 9/6
   or: 135/6 equals 22½ clock hours or a full load

ENSEMBLES

1. Large ensembles: Chorale, Concert Choir, University Bands, Cowboy Band = 4 sem. hours

2. Small ensembles: Strings, Brass, Percussion, Opera Workshop, Madrigal Singers = 2 sem. hours

APPLIED MUSIC (Private)

4 students @ 1 semester hour credit (4 x 3/6) = 12/6
7 students @ 2 semester hours credit (7 x 5/6) = 35/6
2 students @ 3 semester hours credit (2 x 8/6) = 16/6
63/6

Total Applied Music (63/6 ÷ 9/6 = 63/6 x 6/9) = 7 sem. hours

Music Education 302 = 3 sem. hours

Theory 102, 104, 106 = 4

Applied Music (Class) 191 Diction = 1
Full Load 15 sem. hours

ATTENDANCE AT COMMITTEE MEETINGS

In order that the academic community may satisfactorily function in a democratic process, faculty committees are appointed to serve in areas of responsibility (please refer to Standing Committees, page II-11.) Faculty should assume the responsibility of attending the meetings of their assigned committees. Copies of instructional committee minutes should be sent to the President and the Vice President for Academic Affairs.

EVENING COLLEGE, EVENING CLASSES

During the 1972-73 school year the faculty approved a plan for expansion of the evening program. During the next four years a wide offering of freshman and sophomore courses will be taught on a Tuesday-Thursday schedule as follows: 5:55 - 7:10 p.m.; 7:20-8:35 p.m.; and 8:45 - 10:00 p.m.

A director of the evening college has been appointed to coordinate departmental offerings. He works with the Vice President for Academic Affairs in the development of the evening college schedule.

STUDENT LIFE

STUDENT HANDBOOK

Each year a Student Handbook is published which describes student life policies such as housing regulations, student activities, and student personnel services. Faculty members should have access to this information and should be knowledgeable in all student life matters. The Student Handbook is published by the Office of Student Affairs and copies are available in that office.

STUDENT RECORDS, CONFIDENTIALITY OF

The academic records for students are maintained in the Registrar's Office. The Registrar is responsible for the security of the student's academic file. Faculty members or advisors may, upon occasion, review a student's permanent file. Copies of transcripts for advising may be requested without charge to the student. No transcripts or permanent record information is released to outside sources without the written consent of the student.

Student personnel files are maintained in the Student Life Office. Matters relating to disciplinary action should also be referred to that office. All records are held to be strictly confidential and only university personnel who are authorized to do so will have access to the records.

The university complies with the 1974 Privacy Rights of Parents and Students Section 438 of the General Education Provisions Act.

FACULTY SPONSORS FOR STUDENT ORGANIZATIONS

Guidelines for faculty sponsorship of student organizations are printed in the Student Handbook. Faculty sponsors must be approved by the Vice President for Academic Affairs and the Vice President for Student Affairs.

SUMMER SCHOOL EMPLOYMENT

THE SUMMER SESSION

The Summer Session is divided into two five and one-half week terms. The Vice President for Academic Affairs is the Director of the Summer Session. All special workshops, seminars, etc., must be approved through the Vice President for Academic Affairs and these services must be included in the regular university budget.

CONTRACTS

Academic personnel employed on nine-month contracts are issued separate summer contracts when they are employed to teach during the summer session. Visiting faculty must file an Application for Employment form, placement credentials, and transcripts with the Vice President for Academic Affairs. Faculty are not considered officially employed until a signed contract is on file with the President.

TEACHING LOAD

Full-time faculty normally teach six semester hours per summer term. Part-time faculty teach three semester hours per summer term. Salaries are determined by academic rank and course load. For information regarding class materialization refer to Section VI, page 9.

SALARY SCALE

The salary scale for full-time teaching (six semester hours) for one term is:

Professor	$1,250
Associate Professor	1,150
Assistant Professor	1,050
Instructor	950

Faculty members on twelve-month contracts teach six hours one summer term with a three-week vacation within one term.

VISITING LECTURERS

Academic Personnel employed only for the summer may be designated as Special Instructors, Visiting Lecturers, or Visiting Professors. Visiting teachers (summer) are not regular members of the university faculty.

USE OF REGULAR FACULTY

When scheduling summer offerings, department heads should confer with their regular faculty. Regular faculty should have the opportunity of indicating whether they desire to teach during the summer session before visiting lecturers are employed.

APPENDIX

HARDIN-SIMMONS UNIVERSITY

Abilene, Texas

BYLAWS

ARTICLE I.

Section 1. The name of this corporation shall be Hardin-Simmons University.

Section 2. The principal office shall be located in Abilene, Taylor County, Texas.

Section 3. Other offices for the transaction of business shall be located at such places as the Board of Trustees may from time to time determine.

ARTICLE II.

Section 1. The business and property of the corporation shall be managed by a Board of forty-two (42) Trustees, who shall be elected by the Baptist General Convention of Texas at its Annual Meeting as heretoafter provided.

Section 2. The Trustees shall be elected for the term of three years, and the Baptist General Convention of Texas shall elect annually one-third (1/3rd) of the whole number of the Board of Trustees so that the term of office of only one-third of the whole Board of Trustees whose term shall expire in that year shall be elected at such Annual Meeting.

Section 3. The regular meetings of the Trustees shall be held in Abilene, Taylor County, Texas, and shall be held semi-annually during each year; that is, the Annual Meeting shall be held as soon as practicable after the Annual Meeting of the Baptist General Convention of Texas, the definite date of such Trustee's Annual Meeting to be fixed by the Chairman of the Board of Trustees, and the other regular meeting of the Trustees shall be held approximately six months following the Annual Meeting. The specific date of any such meeting shall be definitely fixed by the Chairman of the Board of Trustees, or in his absence or inability to act, by a Vice-Chairman of the Board of Trustees.

Section 4. Special meetings of the Board of Trustees are to be held at Abilene, Taylor County, Texas, and may be called by the Chairman; and in his absence, by a Vice-Chairman or by any nine (9) members of the Board. By the consent of a majority of the Trustees, special meetings of the Board may be held without notice, at any time and place.

Section 5. Notice of all regular and special meetings, except those specified in the second sentence of the next preceding Section of this Article, shall be mailed to each Trustee by the Secretary at least three (3) days previous to the time fixed for the meeting.

Section 6. A quorum for the transaction of business at any regular or special meeting of the Trustees shall consist of a majority of the members of the Board; but a majority of those present at any regular or special meeting shall have power to adjourn the meeting to a future time.

Section 7. The Board of Trustees and their successors may make all necessary Bylaws, elect, employ and remove officers of the University, provide for filling vacancies, appoint, and remove professors, teachers, agents, etc., and fix their compensation, confer degrees, and do and perform all necessary acts to carry into effect the objects of their corporation.

Section 8. Vacancies in the Board of Trustees may be filled by the Executive Board of the Baptist General Convention from recommendations by the remaining Trustees made at any regular or special meeting of the Board.

Section 9. The Chairman of the Board of Trustees may annually, at its Annual Meeting, appoint not more than nine (9) or less than seven (7) members of the Board, two of whom shall be the Chairman and a Vice-Chairman of the Board, as an Executive Committee to manage the business of the Corporation during the interim between meetings of the Board of Trustees. Any vacancy in the Committee may be filled by the Board of Trustees at any regular or special meeting. A majority of members present of the Executive Committee shall constitute a quorum.

Section 10. The Chairman of the Board of Trustees may appoint any and all Committees that he deems necessary.

ARTICLE III.

Section 1. The officers of the Board of Trustees shall be a Chairman, one or more Vice-Chairmen, a Secretary and a Treasurer, who shall be elected at the Annual Meeting of the Board of Trustees for the term of one year, and shall hold office until their successors are duly elected and qualified. No one shall be eligible to the office of Chairman or Vice-Chairman who is not a member of the Board of Trustees, and any such officer who ceases to be a Trustee shall cease to hold office. The offices of Secretary and Treasurer may be held by one person. Should the office of Chairman or Vice-Chairman or Secretary and Treasurer become vacant, the Board of Trustees may fill such vacancies at any regular or special meeting. An officer of the Board of Trustees may be removed at any time by a two-thirds (2/3rds) vote of the Board of Trustees.

Section 2. The Chairman of the Board of Trustees shall preside at all Trustee's meetings: shall have general supervision of all such other duties as are incident to his office. In case of the absence or disability of the Chairman, his duties shall be performed by a Vice-Chairman.

Section 3. The Secretary shall issue notices of all meetings of the Board of Trustees except where otherwise provided, and shall attend and keep the minutes of the meetings; shall have charge of all corporate books, records and papers, shall be custodian of the corporate seal, shall attest with his signature and impress with the corporate seal all written contracts of the corporation except where otherwise provided by the Board of Trustees, and shall perform all such other duties as are incident to his office.

Section 4. The Treasurer shall have custody of all money and securities of the corporation, and shall give bond in such sum and with such sureties as the Board of Trustees may require, conditioned upon the faithful performance of the duties of his office. He shall sign all checks of the corporation, shall keep regular books of account, and shall submit them, together with all his vouchers, receipts, records and other papers, to the Trustees for their examination and approval as often as they may require; and shall perform all such other duties as are incident to his office.

Section 5. The funds of the corporation shall be deposited in such bank, or banks, or trust company or companies as the Trustees shall designate, and shall be withdrawn only upon the check or order of the Treasurer.

ARTICLE IV.

Section 1. Amendments to the Bylaws may be made by the Board of Trustees at any meeting of such Board.

Section 2. Amendment to Section 1, Article III.

At a regular meeting of the Board of Trustees of Hardin-Simmons University, held in the City of Abilene, Taylor County, Texas, on the

29th day of March, 1945, a quorum being present, the following resolution was, upon motion made by John H. Alvis and seconded by C. M. Caldwell, unanimously adopted.

> "RESOLVED: That the first sentence of Section I, Article III, of the Bylaws of Hardin-Simmons University, a corporation, be amended to read as follows:
>
> "The officers of the Board of Trustees shall be a Chairman, one or more Vice-Chairmen, a Secretary and a Treasurer, who shall be elected at the annual meeting of the Board of Trustees for the term of one year, and shall hold office until their successors are duly elected and qualified."
>
> "RESOLVED: That the Chairman or any Vice-Chairman of the Board of Trustees be and are authorized to execute on behalf of the corporation any and all legal documents, or instruments, including any and all deeds, deeds of trust, mortgages, notes, releases, transfers and assignments, conveyances of real property, conveyances of personal property, and any other instruments, name to be attested by the Secretary of the Board of Trustees of said corporation, with the corporate seal attached.

Section 3. Amendment to Section 1, Article II.

At a regular meeting of the Board of Trustees of Hardin-Simmons University, held in the City of Abilene, Taylor County, Texas, on the 14th day of March, 1969, a quorum being present, the following action was taken:

> Dr. Morgan moved that we institute the proceedings to change the Charter of the University to increase the number of trustees from 36 to 42. Mr. Johnson seconded the motion.... Further discussion presented the advantages of enlarging the base of support, and Dr. Howard expressed the need for a committee on trustees to make recommendations to the Convention Committee which would nominate institutional trustees. The question was called and the motion carried.

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